

**A consolidated text** developed on the basis of :  
order no. 47 of 9 September 2016  
and order no. 25 of 10 May 2019  
**legal status as per 10 May 2019**

RECTOR

Of SGH WARSAW SCHOOL OF ECONOMICS

ADOIL.021.229.2016

## ORDER NO. 47

of 9 September 2016

on the Rules and Regulations of the SGH Student Residence Hall

Pursuant to § 66 section 2 of the Act of 27 July 2015 – The Law on Higher Education (Journal of Laws of 2012, item 572 as amended)<sup>1</sup> I hereby order as follows:

### § 1

The Rules and Regulations of the SGH Student Residence Hall, attached to the order as an annex, shall be implemented.

### § 2

The following orders shall be repealed:

- 1) Rector's Order No. 38 of 24 September 2014 on the Regulations of the SGH Student Residence Hall;
- 2) Rector's Order No. 46 of 6 November 2014 changing Rector's Order No. 38 of 24 September 2014 on the Regulations of the SGH Student Residence Hall;
- 3) Rector's Order No. 66 of 23 September 2015 changing Rector's Order No. 38 of 24 September 2014 on the Regulations of the SGH Student Residence Hall.

### § 3

The Order shall become effective on the date of its signature.

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<sup>1</sup> The aforementioned law has been replaced by the law of 20 July 2018 – The Law on Science and Higher education (Journal of Laws item 1668, as amended).

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RECTOR

Professor Marek Rocki, Ph.D.

Annex to Rector's Order

No. 47 of 9 September 2016

## THE RULES AND REGULATIONS OF THE SGH STUDENT RESIDENCE HALL

### Chapter 1

#### General provisions

##### § 1

The Rules and Regulations of the SGH Student Residence Hall, hereinafter referred to as the Regulations, apply to all persons staying at SGH Student Residence Halls, i.e.:

- 1) Student Residence Hall No. 1 „**Sabinki**”, al. Niepodległości 147, 02-555 Warszawa;
- 2) Student Residence Hall No. 3 „**Grosik**”, ul. Madalińskiego 31/33, 02-544 Warszawa.

##### § 2

1. The Student Residence Hall (pol. DS) is a place of temporary residence:

- 1) of students – referred by SGH Students' Union Committee for Student Residence Halls and Student Grants Appeals Committee (pol. OKS),
- 2) of doctoral students – referred by the Doctoral Student Grants Appeals Committee (pol. OKSD);
- 3) of foreign students – referred by the Head of the International Centre (pol. CPM) or a person authorised by the Centre, in the performance of international contracts concluded by the University;

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- 4) of persons with disabilities (students, doctoral students, foreign students) – referred by the Head of Office for People with Disabilities (pol. DSON) or a person authorised thereby;
  - 5) foreign students of first-cycle or second-cycle programmes – referred by the Head of the Promotion and Admissions Office (pol.DPiR) or a person authorised by the Head;
  - 6) other persons referred to by the Head of the Student Aid Section (pol.SPM) or a person authorised by the Head or by the Doctoral Student Grants Appeals Committee, in case when after the end of the check-in procedure there are vacancies in the pool of the Student Housing Board or respectively in the pool of the Doctoral Student Grants Appeals Committee. In case of places under the responsibility of CPM, DPiR i DSON, the head of SPM or a person authorised thereby may decide on the allocation of seats only after they have been transferred to the Student Housing Board.
2. If so provided for in the referral, the spouse and minor children of the referred person are also regarded as residents.
  3. The number of places in the Student Residence Hall, their type and intended use, referred to in section 1, shall be determined by the Chancellor in agreement with the housing administrators.

### § 3

1. In addition to persons specified in § 2, Student Residence Halls may provide accommodation to persons who have been referred by the Chancellor or a person authorised thereby to use guest rooms.
2. The rules for imposing charges for using guest rooms shall be defined by the order of the Chancellor.

### § 4

1. The University shall not be held responsible for personal belongings of the residents

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of Student Residence Halls.

2. The administration of Student Residence Halls provides the residents with conditions appropriate for studying, working and resting.
3. The residents of Student Residence Halls may conduct cultural and social activity on the premises thereof based on general provisions adopted by the University.

#### § 5

1. The space of Student Residence Halls not used for residential purposes may be rented with the consent of the Chancellor.
2. *(repealed)*

### Chapter 2

#### Allocation of housing places

#### § 6

1. The seats in Student Residence Halls are allocated to students by the Student Housing Board by issuing a referral.
2. Accommodation applications for Student Residence Halls for the next academic year should be submitted within deadlines specified respectively by the Student Aid Section and posted on the website of the Student Aid Section [www.sgh.waw.pl/spm](http://www.sgh.waw.pl/spm).
3. The priority in allocating accommodation in a Student Residence Hall shall be given to students:
  - 1) who would otherwise be prevented from, or significantly hindered in, studying by the daily travel to the institution, and
  - 2) who face a difficult financial situation.
4. The condition, referred to in section 3, item 1, shall be regarded as fulfilled mainly in case of students whose place of residence is more than 40 km away

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from the University. The indicated provision shall not apply to students with disabilities.

5. The place in the Student Residence Hall may be granted for the period from the commencement of the academic year to the end of the first deadline of the summer examination session of the same academic year.
6. The place may be granted for a period of one semester at the student's request.
7. The spouse and the children of the student, to whom accommodation has been granted, are entitled to live in the Student Residence Hall.
8. A student shall not be entitled to accommodation in a Student Residence Hall if (s)he:
  - 1) has a break from studies or takes leave;
  - 2) has taken up studies abroad.
  - 3) *(repealed)*
9. The validity of referral for accommodation in a Student Residence Hall expires if the circumstances, referred to in section 8, occur after its issue as well as in the event of issuing a check-out order against a student or other responsibility measure in respect of order stipulated by the Rules and Regulations.

#### § 7

*(repealed)*

#### § 8

*(repealed)*

### Chapter 3

#### Checking-in of residents

#### § 9

1. The administration of Student Residence Halls deals with student accommodation in cooperation with the housing administrators.
2. Checking-in for the academic year or winter semester shall start 7 days prior to the

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commencement of an academic year and shall last for 14 days. Checking-in for summer semester shall begin on the first day of classes thereof and shall last for 14 days. The indicated date may be changed at the request of the entitled person and only by the competent housing administrator referred to in § 2 section 1 items 1-5. The administration of the Student Residence Hall should be notified of the indicated fact in writing or by e-mail.

3. While checking-in persons entitled for a temporary stay in a Student Residence Hall within deadline other than the one specified in section 2, the fees shall be charged from the date of checking-in. The amount of the fee for one day of accommodation – defined as a daily fee – is determined by the order of the Chancellor. The remaining part of the semester fee shall be paid by the resident in the amount and within deadlines specified in the USOSweb system, whereas persons from outside SGH shall be charged in accordance with the attached schedule of payment.
4. There is no check-in during the retake exam in the summer session of a given academic year for persons, with no housing assignment in a Student Residence Hall for the winter semester in the next academic year.

## § 10

1. In order to obtain accommodation one should submit:
  - 1) an identity document e.g. ID card, passport;
  - 2) a student or doctoral identity card (refers to students or doctoral students);
  - 3) a recent photo in an ID format.
2. Within the framework of check-in activities, the administration of a Student Residence Hall is obliged to:
  - 1) prepare a housing contract;
  - 2) prepare a resident's card;
  - 3) hand over the equipment from the storeroom.

## § 11

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1. Before the check-in, the resident is obliged to:
  - 1) sign a contract with the University for the use of the place;
  - 2) get acquainted with the rules of conduct in the event of fire and with the provisions and the health and safety rules accessible on the website of the Student Aid Section.
2. *(repealed)*
3. A resident is obliged to pay a deposit within 7 days from the check-in date. If there is no payment within the prescribed deadline, the head of the Student Aid Section or a person authorised thereby has the right to terminate the contract.

## § 12

1. The Head of the Student Aid Section is authorised by the University to sign the contract.
2. A specimen copy of the housing contract for a student referred by the SGH Students' Union Committee for Student Residence Halls or an SGH doctoral student is specified in Annex 1 to the Rules and Regulations.
3. A specimen copy of the contract for using the place by a student with no Polish citizenship referred by the head of the International Centre or a person authorised thereby and the head of Promotion and Admissions Office or a person authorised thereby, is specified in Annex 2 to the Rules and Regulations.
4. A specimen copy of the housing contract for persons referred to in § 2 section 1 item 6 is specified in Annex 3 to the Rules and Regulations.
5. A specimen copy of the description of the room furnishings in the Student Residence Hall is specified in Annex 4 to the Rules and Regulations.
6. *(repealed)*

## § 13

1. The proposal concerning the amount of the deposit and other fees shall be prepared by the head of the Student Aid Section or a person authorised thereby.

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2. The Student Housing Board and Doctoral Students Grants Appeals Committee issue their opinions within 7 days from the date of receipt of the proposal.
3. After getting acquainted with the opinions of the Student Housing Board and Doctoral Students Grants Appeals Committee, the head of the Student Aid Section or a person authorised thereby shall submit the proposal concerning the amount of the deposit and other fees to the Chancellor.
4. The amount of the deposit shall be reduced by the repair costs and the overdue fee amount assigned to the student.
5. The deposit is returned to the resident in cash or transferred to the bank account provided by the resident within 21 days from the check-out date, unless the resident is subject to claims that are satisfied with the deposit.
6. The deposit may be collected within 12 months of the check-out date. After the indicated period, the deposit shall be paid to the current account of the University. Two months before the expiry of the deadline referred to in the previous sentence, the Administration of a Student Residence Hall shall notify the checked-out person of the approaching date of the occurrence of the fact referred to in the second sentence.

#### § 14

A resident card entitling the holder to occupy the assigned place is issued to the resident upon his completion of the formalities, referred to in § 10 and § 11.

#### § 15

1. Subject to sections 2, 3 and 4, the place shall be allocated in line with the order in which applications for check-in are received.
2. Detailed principles for the allocation of single and double rooms are specified, with the approval of the Chancellor, the Student Housing Board and Doctoral Student Grants Appeals Committee. The indicated principles should be announced at least 14 days before the date of issuing the referral to a Student Residence Hall for a

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given academic year. The aforementioned principles shall be available on the website of the Student Aid Section and on notice boards in the Student Residence Hall.

3. At least half of the residents of a given 3-person or 4-person room may reserve the room, by submitting - within 14 days of the issuance of the referral to a Student Residence Hall – an appropriate letter addressed to a competent housing administrator, in agreement with the head of the Student Aid Section or a person authorised thereby, has the right not to take the request into account. Detailed room reservation principles shall be specified by housing administrator in cooperation with the head of the Student Aid Section or a person authorised thereby.
4. The allocation of rooms for people with disabilities shall take place in the following order:
  - 1) persons with motor disability classified as severely disabled;
  - 2) persons with visual impairment classified as severely disabled;
  - 3) persons with motor disability classified as moderately disabled;
  - 4) persons with visual impairment classified as moderately disabled;
  - 5) persons with other types of disabilities, taking into account the disability status (severe, moderate, low).

#### § 16

In case of a vacancy in a Student Residence Hall, the Administration thereof providing a referral to that place notifies the place administrator of the indicated fact within 2 days at the latest of the place being vacated.

#### § 17

Within the scope not provided for in the Rules and Regulations, the Chancellor in cooperation with the housing administrator decides about the check-in principles.

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## Chapter 4

### Rights and obligations of residents and guests

#### § 18

Residents have a right to:

- 1) make permanent changes to the room arrangement with the written consent of the head of the Student Aid Section or a person authorised thereby;
- 2) use all equipment and rooms in a Student Residence Hall designed for general use in accordance with their intended purpose;
- 3) take part in and organise, with the approval of the Vice-Rector for Teaching and Student Affairs, free of charge occasional events whose date and the number of guests are set up with the head of the Student Aid Section or a person authorised thereby. A relevant application concerning the indicated issue should be submitted at least 10 days before the planned event in the administration of the Student Residence Hall No. 1 'Sabinki';
- 4) have their bed sheets changed at least once every three weeks;
- 5) use the deposit during the holiday period;
- 6) file requests on the improvement of the living conditions of residents of Student Residence Halls with the head of the Student Aid Section or a person authorised thereby.

#### § 19

Additionally, residents have the right to a free of charge stay on the premises of all SGH Student Residence Halls on the basis of a student residence card. A resident who is not accommodated in a given Student Residence Hall is allowed to stay therein free of charge after leaving the student residence card at the reception desk of the indicated Student Residence Hall.

#### § 20

1. Residents are allowed to receive guests from outside in their rooms.
2. Guest visits may take place between 7.30 a.m. and 2 a.m. (does not apply to

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overnight guests).

3. A guest, in order to enter the Student Residence Hall, has to leave an identity document at the reception desk and indicate the visited resident. The personal ID card cannot be left as an identity document.
4. Each time when a guest stays at the Student Residence Hall after 2.00 a.m., the stay is regarded as an overnight stay. Leaving the identity document with the reception desk employee is regarded as staying overnight. Pursuant to applicable provisions, an ID card cannot be left as an identity document.
5. A guest's stay at a Student Residence Hall after 2.00 a.m. requires:
  - 1) the consent of the visited resident and of other room residents;
  - 2) payment of the fee with the reception desk, for the night accommodation the amount of which shall be determined by the Chancellor.
6. An overnight guest may be admitted to the premises of a Student Residence Hall after midnight only with prior approval of an administration employee of a Student Residence Hall or the reception desk employee.

## § 21

1. Visitors to the residents are obliged to observe the rules of order specified in this chapter.
2. In case of a serious infringement of the rules of order the administration of the Student Residence Hall or the reception staff shall call upon the visitor to leave the premises of the Student Residence Hall.
3. In the event of a refusal to comply with the instruction to leave the premises of the Student Residence Hall an administration employee or a reception staff member is obliged to call the police.
4. The Rector shall be notified of any police intervention.

## § 22

Persons staying on the premises of the Student Residence Hall are obliged to:

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- 1) comply with the law and behave in accordance with the provisions of the Rules and Regulations;
- 2) observe general safety regulations including the fire protection regulations and immediately notify the administration of the Student Residence Hall of any threats in this respect;
- 3) immediately report any failures in installations and equipment in Student Residence Halls as well as technical faults and damage to property by making appropriate entries in the fault book at the reception desk of Student Residence Halls; reporting a fault in a fault book is regarded as an expression of consent to the entry to the room during the absence of its residents in order to remove the fault;
- 4) exploit the property and equipment in the Student Residence Hall in a manner consistent with its intended use;
- 5) keep the room clean and tidy;
- 6) observe night silence from 12 a.m. to 6 a.m. in the building area and outside it in line with applicable regulations;
- 7) obey the decisions and regulations of the administration of the Student Residence Hall and the reception staff in terms of order on the premises of the Student Residence Hall;
- 8) refrain from actions which persistently or seriously infringe the rules of social coexistence.

### § 23

Moreover, the residents of the Student Residence Hall are obliged to:

- 1) make timely payments for a stay in a Student Residence Hall;
- 2) make timely payments for a deposit;
- 3) presenting the card of a resident at a request of an administration, reception, security employees as well as members of: the Student housing Board or Doctoral Student Grants Appeals Committee;

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- 4) immediately report to the administration of a Student Residence Hall on any changes in personal data,
- 5) notify the Residence Hall Administration of the missing co-resident:
  - a) for over 14 days;
  - b) taking place in other disturbing circumstances.

## § 24

The following activities are forbidden on the premises of Student Residence Halls:

- 1) removing, without the consent of the head of the Student Residence Hall or a person authorised thereby, equipment from a given room in the Student Residence Hall or making it available to third parties;
- 2) arbitrary assembly, remanufacturing and repairing electric, gas and water installations, altering of locks and vandalising walls;
- 3) installing or using machines and equipment posing a threat to health and life;
- 4) using spirit machines, cookers, heaters and other electric appliances of power consumption exceeding 2 kW, as well as extension cords or power strips without ground prongs;
- 5) throwing objects into sanitary and sewage machines, causing their damage or malfunctioning;
- 6) smoking cigarettes outside the 'smoking room' and other places designated for that purpose by the administration of a Student Residence Hall;
- 7) keeping animals without the consent of the head of Student Aid Section or a person authorised by thereof;
- 8) providing accommodation to third parties who are not residents of a given Student Residence Hall, disregarding the procedure specified in § 20;
- 9) making copies of keys to any rooms without the consent of the head of Student Aid Section or a person authorised thereby;
- 10) selling or taking drugs;
- 11) selling and consuming beverages containing more than 0,5% of alcohol;

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- 12) taking rubbish out of the room to a place other than trash bins situated in a yard of a Student Residence Hall;
- 13) conducting business activity without the consent of the Chancellor or the Rector;
- 14) playing football, badminton, tennis etc. as well as roller-skating, inline skating, riding a scooter or a bike, etc. in corridors or rooms;
- 15) possessing cold steel arms, gas, inflammable and pneumatic weapon;
- 16) storage of things, the purpose and the amount of which may indicate commercial purposes, in the rooms and general access areas of Student Residence Halls.

## § 25

1. The following persons shall not be allowed to enter and stay on the premises of a given Student Residence Hall:
  - 1) persons whose behaviour causes reasonable concern regarding safety in a Student Residence Hall – it is also applicable to persons who live in another Student Residence Hall;
  - 2) persons who have been removed from a Student Residence Hall under the procedure specified in § 32 sections 2, 3, 4;
  - 3) persons, who by their conduct, have breached the provisions of the Student Residence Hall Rules and Regulations– it refers to guests of the Student Residence Hall Residents.
2. The decision to refuse the right to enter and stay on the premises of a given Student Residence Hall shall be made by the head of the Student Aid Section or a person authorised thereby.
3. The decision to refuse the right to enter and stay on the premises of a given Student Residence Hall shall be made by the Vice-Rector for Teaching and Student Affairs or a doctoral student if the removal from a Student Residence Hall was unjustified.

## § 26

1. In the absence of residents, the administration staff member of the Residence Hall

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may enter a room in order to conduct activities targeted at proper functioning of the building, including, inter alia, pest control, periodic inspection etc.

2. The administration of a Student Residence Hall may enter a room in the absence of residents also in cases of justified concerns over the security in a Student Residence Hall.
3. The resident shall be notified of the circumstances described in section 2 by the Student Residence Hall administration prior to entering the room, and if it is impossible, – immediately after leaving the room.
4. The head of the Student Aid Section or a person authorised thereby shall give consent for the administration employees of the Residence Hall to enter the room.
5. The entry is made by a three-person committee established by the head of the Student Aid Section or a person authorised thereby. The committee is composed of a student representative, delegated by the Student Housing Board or a representative of doctoral students delegated by Doctoral Students Grants Appeals Committee. The head of the Student Aid Section or a person authorised thereby shall apply in writing to the Student Housing Board or Doctoral Student Grants Appeals Committee for delegating his/her representative and shall indicate the purpose, the date and time of the commencement of the committee's work. Should there be no reply in writing or in electronic form confirming the involvement of students' or doctoral students' representative, as well as should there be no appointment of a representative or should the representative fail to appear within a given period of time, the committee shall be authorised to enter the room without the representative of a student or a doctoral student.
6. The establishment of a committee composed of two persons authorised to enter a room without a representative of a student or a doctoral student is permitted in specific, unforeseen cases, which include:
  - 1) a suspicion that residents have left the electrical appliances switched on in the room;
  - 2) noticing unlocked windows in the room;

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- 3) the installation breakdown in a Student Residence Hall;
  - 4) urgent technical inspections to be carried out at a given moment.
7. The administration of the Residence Hall shall immediately notify (in writing or by e-mail) the room residents of the intervention, stating the purpose, date and time of the commencement of activities undertaken by the committee and its composition unless the committee's entry into the room takes place at a resident's request.

## **Chapter 5**

### **Fees**

#### **§ 27**

In case of fees from students referred by the Student Housing Board and SGH doctoral students:

- 1) semester fees for housing in a Student Residence Hall shall be paid in full upfront or in partial instalments by students and SGH doctoral students; a student or a doctoral student who, due to random reasons, i.e. unpredictable reasons specified in § 37 section 1, regardless of his/her will and unavoidable despite due diligence, effectively terminates the contract, shall be exempt from the payment of fee;
- 2) a student or a doctoral student who applies for exemption from paying the semester fee submits a substantiated application to a Vice-Rector for Teaching and Student Affairs, who after consultation with the head of the Student Aid Section or a person authorised thereby or the Doctoral Student Grants Appeals Committee issues a decision within 14 days;
- 3) when a student or a doctoral student has paid the full semester fee upfront and obtained a positive decision of the Vice-Rector for Teaching and Student Affairs regarding the exemption from part of the semester fee payment, the aforementioned fee is reimbursed to a student or a doctoral student in the following amount: the semester fee minus the fee for the entire period of residence (full months) minus the fee for the next month;

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- 4) persons who have been assigned accommodation in a Student Residence Hall for an academic year or the winter semester, and check-in on a different date than the one specified in § 9 section 2 shall be obliged to pay the full amount of fee for the period from 1 October till the last day of the contract, whereas persons who have been provided with accommodation only for the summer semester shall be obliged to settle the full fee payment for the period from 1 March till the last day of the contract;
- 5) persons checking-in in September (7 days prior to the commencement of the academic year), and resigning from the place before 1 October shall pay for the days in which they actually occupied the place;
- 6) persons on the reserve list checking-in after the period specified in § 9 section 2 shall have their fees charged as of the check-in day in the first month of residence;
- 7) in a situation when, due to the date of checking-in, a person from the reserve list occupies a place in a room for an incomplete month, the amount of fee for that month shall be determined – by multiplying a daily fee, specified in the Chancellor's order, by the number of days during which the person occupied the place in a room in a given month;
- 8) persons who declared to pay the semester fee in monthly instalments, and who check-out from a Student Residence Hall before the end of the semester, shall be obliged to pay all fees before the date of checking-out; the check-out order does not exempt them from the duty to pay all fees by the date of check-out.
- 9) persons who have received a referral for an academic year, may resign from the place of accommodation for the summer semester with no necessity to pay the fee for the indicated semester; the condition for accepting the resignation is filing a written application of a student or a doctoral student with the administration of the Residence Hall at the latest by 10 January of a given academic year.

## § 28

In case of fees from students with no Polish citizenship referred by the head of the

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International Centre or a person authorised thereby and the head of the Promotion and Admissions Office or a person authorised thereby:

- 1) semester housing fees shall be paid by students upfront by the last day of the payment deadline specified in USOSweb system;
- 2) in case of students from the reserve list checking-in after the period specified in § 9 section 2, in the first month of residence the fee shall be charged from the day of checking-in, which is by multiplying the daily fee by the number of days during which a student occupied the place in a Student Residence Hall, as specified in the Chancellor's order;
- 3) a student who, due to random reasons, i.e. unpredictable reasons, specified in § 38 section 1, regardless of his/her will and unavoidable despite due diligence, effectively terminates the contract, shall be exempt from the payment of fee;
- 4) a student who applies for exemption from paying the semester fee submits a substantiated application to a Vice-Rector for Teaching and Student Affairs, who after consultation with the head of the Student Aid Section or a person authorised thereby issues a decision within 14 days;
- 5) a student who has obtained a positive decision of the Vice-Rector for Teaching and Student Affairs exempting him/her from the semester fee payment, shall have the aforementioned fee reimbursed in the following amount: the semester fee minus the fee for the entire period of residence (full months) minus the fee for the next month;
- 6) a check-out order shall not constitute an exemption from paying the full semester fee amount.

## § 29

In case of fees for persons from outside of SGH Warsaw School of Economics:

- 1) housing fees for persons from outside SGH staying in Student Residence Halls are charged for the period declared by the resident at the time of checking-in;
- 2) a person from outside of SGH, in the first month of residence, shall have the fees

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charged from the date of checking-in, i. e. the amount of the fee for the first month is calculated by multiplying the daily fee by the number of days of residence in a Student Residence Hall, as specified in the Chancellor's order;

- 3) the full fee amount due shall be paid by 28th day of the month of the check-in;
- 4) a person from outside of SGH who, due to random reasons, i.e. unpredictable reasons, specified in § 39, regardless of his/her will and unavoidable despite due diligence, effectively terminates the contract, shall be exempt from the payment of fee;
- 5) a person from outside of SGH applying for the division of the fee payment into instalments or the exemption from paying the semester fee submits a substantiated application to a Vice-Rector for Teaching and Student Affairs, who after consultation with the head of Student Aid Section or a person authorised thereby, shall issue a decision within 14 days;
- 6) a person from outside of SGH who has obtained a positive decision of the Vice-Rector for Teaching and Student Affairs exempting him/her from the semester fee payment, shall have the aforementioned fee reimbursed in the following amount: the semester fee minus the fee for the entire period of residence (full months) minus the fee for the next month;
- 7) a check-out order shall not constitute an exemption from paying all fees by the date of checking-out.

### § 30

1. Housing fees shall be paid to the bank account visible in the USOSweb system and in case of persons from outside SGH to the bank account assigned by the administration of the Residence Hall on the day of checking in.
2. The obligation to pay fees shall be considered fulfilled only when the amount due has been booked to the account by the final date of payment specified in the USOSweb system and in case of persons from outside SGH by the deadline specified in the payment schedule. The date of the fee payment shall be understood as the date on which the money is credited to SGH account.

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3. A resident is obliged to pay penalty interest for delayed payments, pursuant to applicable provisions of law.
4. In justified cases, a student or a doctoral student may request the Vice-Rector for Teaching and Student Affairs to defer the payment deadline, specified in the USOSweb system. Such a request may also be submitted by the Chairman of the Students' Union, the Chairman of the Doctoral Student Grants Appeals Committee, if the deferral shall affect a larger group of residents.

## **Chapter 6**

### **Residents' liability**

#### § 31

1. If the Rules and Regulations are infringed, the residents shall bear:
  - 1) liability in respect of order;
  - 2) financial liability;
  - 3) disciplinary liability.
2. Persons using guest rooms and the ones who visit the residents shall also be subject to financial and in respect of order liability. The aforementioned persons shall also bear responsibility for material damage caused in the residence hall pursuant to the provisions of civil law.

#### § 32

1. The head of the Student Aid Section or a person authorised thereby shall be authorized to use measures of liability in respect of order. The indicated measures are:
  - 1) a written reprimand;
  - 2) a written warning;
  - 3) an order to leave the residence hall;
  - 4) a check out order.
2. The check-out order may be applied in case of a persistent, preceded by a

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reprimand or a warning, breach of domestic order regulations as well as duties or bans introduced by the Rules and Regulations, and also in the case of:

- 1) intentional damage or theft of the Residence Hall's property or the residents' property;
  - 2) violation of personal integrity of persons staying on the premises of the Residence Hall;
  - 3) allowing a person who is unauthorised to occupy a place in a Residence Hall to use the assigned place;
  - 4) delays in fee payment for a place in a Residence Hall, despite written reminders;
  - 5) causing purposeful threat to safety on the premises of a Residence Hall;
  - 6) failure to obey sanitary regulations, posing an epidemiological danger according to proper norms determined for accommodation areas;
  - 7) gross or persistent infringement of the social conduct rules;
  - 8) removal from the list of students or doctoral students;
  - 9) smoking cigarettes outside the 'smoking room' or another place designated by the administration of a Residence Hall;
  - 10) persistent violation of the laws, other than the ones stated in the Rules and Regulations.
3. In special cases endangering the life and health of residents and persons staying in a Residence Hall, the Vice-Rector for Teaching and Student Affairs may issue a decision on an immediate check-out. The decision can be made at the request of the Residence Hall administration, upon consultation with the housing administrator or at the request of the housing administrator upon consultation with the Residence Hall administration. The Vice-Rector may render the decision immediately enforceable.
4. An order to leave the Residence Hall shall mean that the person to whom it refers cannot stay on the premises of a Residence Hall for the period of up to 24 hours. An order to leave the Residence Hall shall be applied in case of a persistent

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infringement of order regulations and duties and bans introduced by means of the Rules and Regulations as well as in case of situations specified in § 32 section 2 items 1, 2 and 5. § 21, section 3 shall apply to the enforcement of the indicated order, as appropriate.

5. A check-out order from one Residence Hall is tantamount to a ban on entry to both SGH Halls. It does not apply to the check-out order issued in relation with the removal from the list of students or doctoral students.
6. When it is stated that a resident is not occupying the place assigned to him/her for a period of 14 consecutive days, without justification, the head of the Student Aid Section or a person authorised thereby files an application with the housing administrator to withdraw the accommodation assignment.
7. A check-out order constitutes a basis for the Student Housing Board and the Doctoral Students Grants Appeals Committee for a denial of housing assignment to a student to whom it refers in the same year and in the consecutive years.
8. The application of measures in respect of order may constitute a basis for the Student Housing Board and the Doctoral Students Grants Appeals Committee for a denial of housing assignment to a student to whom it refers in the same year and in the consecutive years.
9. SGH students and doctoral students, against whom the measures in respect of order, specified in § 32 section 1 items 2-4 were applied, cannot become candidates and cannot become members of the Student Housing Board and the Doctoral Students Grants Appeals Committee.

### § 33

1. A resident has the right to appeal the check-out order in writing to the Vice-Rector for Teaching and Students within 3 working days.
2. The order shall be executed within 7 days of its issue unless extraordinary circumstances justify its immediate enforcement or the check-out order was declared immediately enforceable.

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3. The Vice-Rector for Teaching and Students may hold the execution of the order within 3 working days of the date of filing an appeal.
4. Within 14 days of filing an appeal the Vice-Rector for Teaching and Students shall:
  - 1) uphold the order;
  - 2) rescind the order;
  - 3) order to employ measures in respect of order other than the check-out order or refer the case to a competent disciplinary spokesman.

#### § 34

1. Regardless of liability in respect of order, in cases specified in § 32 sections 2 and 3, residents shall be rendered liable to disciplinary action on the terms and under the procedure specified for a given resident.
2. The head of the Student Aid Section or a person authorised thereby shall file an appeal with the Rector in the subject specified in section 1.

#### § 35

1. The financial liability of the resident shall include:
  - 1) damage caused to the property in a Residence Hall;
  - 2) SGH claims arising as a result of overdue fee payment for accommodation.
2. A resident shall bear personal responsibility for the caused damaged. Should the damage be done to the property of a housing unit occupied by more than one resident, and should there be no possibility to establish the degree of responsibility of particular residents, they shall be jointly responsible in equal parts.
3. The responsibility for damage caused by the visitor, who was reported by the resident, shall be borne by the guest and the resident jointly and severally. Should the guest refuse to repair the caused damage, the responsibility therefor shall remain wholly on the part of the visited resident.
4. The attribution of liability to the perpetrator of the damage shall take place irrelevantly of the degree of fault thereof.

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5. The damage shall be understood as the cost borne by SGH in relations to action or no action taken by the perpetrator contrary to the Rules and Regulations, rules of order and fire safety regulations.

### § 36

1. The resident undertakes to keep the room along with the furnishing in good state as well as to cover the costs of possible damage done to the entrusted property.
2. The amount due for the damaged shall be determined by the head of the Student Aid Section or a person authorised thereby, observing the following criteria:
  - 1) complete loss of the property functionality – 100% of its value;
  - 2) significant loss of the property functionality – 50% of its value;
  - 3) slight loss of the property functionality (not resulting from natural wear) – 10% of its value.
3. The value of other damage to property, including damage or breakage of: windows, walls, ceiling, floor, door and any installations, is determined by a committee composed of the representatives of the Property Management Division.
4. Should the damage caused exceed the value of the security deposit, the resident shall be obliged to cover the difference within the period of up to one month of the date of the event and shall complete the deposit to full amount.

## Chapter 7

### Termination of the agreement

#### § 37

1. Students referred by the Student Housing Board and doctoral students have the right to terminate the housing agreement, preserving the right to a one-month notice, counted from the end of the calendar month, due to the following reasons:
  - 1) student resignation from studies or removal from the list of students or doctoral students;
  - 2) serious health problems, certified medically (e.g. detection of a serious life-

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- threatening or health-endangering disease, long-term hospitalisation);
- 3) serious personal reasons, duly substantiated (e.g. death of a close family member);
  - 4) scientific reasons (e.g. receiving a scientific scholarship which involves travel to conduct research).
2. A student or a doctoral student has the right to terminate this agreement without stating the reason, at a one-month notice counted at the end of the calendar month, if such a termination is filed by the end of October or by the end of March (in case of persons who received an allocation in a Residence Hall for the summer semester).

### § 38

1. Students with no Polish citizenship referred by the head of the International Centre or a person authorised thereby and the head of Promotion and Admissions Office or a person authorised thereby have the right to terminate the housing agreement at a one-month notice, counted from the end of the calendar month, due to the following reasons:
  - 1) student's resignation from studies or removal from the list of students or doctoral students;
  - 2) serious health problems, certified medically (e.g. detection of a serious life-threatening or health-endangering disease, long-term hospitalisation);
  - 3) serious personal reasons, duly substantiated (e.g. death of a close family member);
  - 4) scientific reasons (e.g. receiving a scientific scholarship which involves travel to conduct research).
2. A student or a doctoral student has the right to terminate this agreement without stating the reason, at a one-month notice counted at the end of the calendar month, if such a termination is filed by the end of October or by the end of March (in case of persons who received an allocation in a Residence Hall for the summer

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semester).

### § 39

A person from outside SGH has the right to terminate this agreement at a one-month notice counted at the end of the calendar month due to the following reasons:

- 1) serious health problems, certified medically (e.g. detection of a serious life-threatening or health-endangering disease, long-term hospitalisation);
- 2) serious personal reasons, duly substantiated (e.g. death of a close family member);

## **Chapter 8**

### **Checking-out**

### § 40

1. Checking-out shall take place on the last day of the period for which the accommodation in a Residence Hall was assigned or on the date specified in § 32 and § 33.
2. The check-out may take place at a resident's request prior to the termination of the period for which the accommodation was assigned, provided that the planned date of leaving the room was notified at least 3 days earlier.
3. At the request of a housing administrator, the administration of a Residence Hall conducts the check-out of the residents who lose the right to occupy a place in a Residence Hall because of their removal from the list of students, a dean's leave or a gap year.
4. The Undergraduate Studies Office and the Graduate Studies Office are obliged to inform the Residence Hall Administration and the Admissions and Educational Support Office in writing or by-email on persons removed from the list of students within 3 days from the expiry of the removal decision validation.

### § 41

Prior to check-out, the room shall be inspected by the Residence Hall

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Administration in terms of completeness and the technical state of its furnishing. The inspection shall be conducted in the presence of at least one resident and its conclusions shall be summarised in the minutes. The minutes shall contain the possible objections or resident's explanations or a person authorised thereby. Should there be any missing items in the room furnishing or any damaged furnishing, the residents shall bear financial responsibility and shall be obliged to pay the amount due at the moment of checking-out.

#### § 42

At the check-out, the resident is obliged to:

- 1) return the equipment taken;
- 2) leave the room clean and tidy;
- 3) pay overdue fees;
- 4) return the keys;
- 5) return the resident's card.

#### § 43

After checking-out, the head of the Student Aid section or a person authorised by thereof shall immediately settle the deposit referred to in § 13.

#### § 44

The Chancellor, in cooperation with the place administrators shall decide about the check-out principles in the scope not provided for in the Rules and Regulations.

#### § 45

A resident declaring the intention to stay in a Residence Hall for the summer period is obliged to notify the administration of the Residence Hall of the indicated fact by May of a given academic year at the latest by placing an entry at the reception desk of the Residence Hall. The decision concerning the subject matter shall be made by the

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administration of the Residence Hall immediately upon obtaining information on the planned renovation works and the ways of using the residence hall during the holiday period. Failure to submit a declaration on the intention to stay in the Residence Hall during the holiday period in the aforementioned time is tantamount to the lack of reservation in the Residence Hall for the resident for the holiday period.

## **Chapter 9**

### **The Administration of the Residence Hall**

#### **§ 46**

The Administration of the Residence Hall is constituted by employees of the Student Aid Section in the Student Support Department employed by SGH and performing their duties on the premises of in the Student Residence Hall No.1 'Sabinki' and No. 3 'Grosik'.

#### **§ 47**

The administration of the Student Residence Hall is led by the head of the Student Aid Section, who is the manager of SGH Student Residence Halls and who is responsible for, inter alia:

- 1) providing safe and, to the extent possible, comfortable housing conditions on the premises of the Student Residence Hall;
- 2) supervising the observance of law and order in a residence hall as well as the provisions of the Rules and Regulations;
- 3) supervising the performance of duties by the rest of the employees of the Residence Hall;
- 4) supervising the deposit organisation, run by the Student Housing Board or persons authorised thereby.

#### **§ 48**

The head of the Student Aid Section is authorised to:

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- 1) decide on the property arrangement on the premises of the residence hall;
- 2) control the sanitary condition in the rooms and public spaces as well as observance of H&S and fire safety regulations;
- 3) coordinate the dates of social events in consultation with the Student Housing Board;
- 4) re-house residents within the Residence Hall;
- 5) make other decisions within the scope specified in the Rules and Regulations;
- 6) appoint persons, in consultation with the student Housing Board, who shall supervise the use of the gym and sports equipment;
- 7) playback the video recorded by CCTV cameras placed on the premises of the Residence Hall.

#### § 49

1. The head of the Student Aid Section may authorise other employees of the Residence Hall to perform the functions thereof, excluding the function of applying the liability measures in respect of order to which the Residence Hall's resident is subjected.
2. In the absence of the head of the Student Aid Section, the function thereof is performed by his/her deputy.

#### § 50

The head of the Student Aid Section shall closely cooperate with housing administrators.

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Annex No. 1 to the Rules and Regulations of SGH  
Student Residence Hall

Template of the housing agreement for a student referred  
by the Student Housing Board of the Students' Union Committee/ an SGH  
doctoral student referred by the Grants Appeal Committee for Doctoral  
Students<sup>1</sup>

Agreement No. .... dated .....

concluded between:

SGH Warsaw School of Economics with its registered seat at Al. Niepodległości 162,  
02-554 Warszawa represented by the head of the Student Aid Section  
....., hereinafter referred to as the University or SGH

and ....., personal identification number (PESEL) /  
passport number<sup>1</sup>....., hereinafter referred to as the Student/the  
Doctoral Student<sup>1</sup>.

§ 1

The Agreement is concluded for a definite period from .....  
to.....

§ 2

In the semester, in which the housing period commences, SGH shall provide a place  
in the room No. .... in a Student Residence Hall No. .... located at  
..... Warszawa along with the appliances described in the annex  
to this Agreement. In the following semester (if the Agreement was concluded for the  
whole academic year), at the request of, respectively, the Student Housing Board of  
the Students' Union Committee (pol. KA) or the Grants Appeal Committee for Doctoral

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Students (pol. OKSD), a student/doctoral student<sup>2</sup> may be assigned a place in another room.

### § 3

1. The semester housing fee shall be charged in line with the provisions of the SGH Student Residence Hall Rules and Regulations and shall amount to ..... PLN/semester (in words:.....).
2. The fee may be paid for the whole semester or in partial instalments. The fee must be paid to a bank account visible in the USOSweb system. The payment obligation shall be regarded as fulfilled only when the amount due has been booked to the account indicated in the USOSweb system by the last day of the payment period.
3. In order to secure the University claims on a student/a doctoral student<sup>1</sup> arising from the indicated Agreement, in particular, in order to secure rent payments, a student/a doctoral student<sup>1</sup> shall pay a deposit ..... PLN (in words: .....).
4. The deposit shall be also used to account for any other liabilities a student'/a doctoral student<sup>1</sup> may have towards the University – pursuant to the provisions stipulated in the Rules and Regulations of SGH Student Residence Hall.

### § 4

A student/a doctoral student <sup>1</sup> declares that (s) he has become familiar with the content of: the SGH Student Residence Hall Rules and Regulations, H&S and fire safety regulations and undertakes to obey them. The abovementioned documents are also made publicly available in the administration unit of the Student Residence Hall and are posted on the websites of the university units.

### § 5

The termination of the agreement shall take place as a result of the termination of the period of time for which it was concluded and also when:

- 1) this Agreement was terminated in compliance with the provisions of the SGH Student Residence Hall Rules and Regulations;

---

<sup>2</sup> Cross out or delete if unnecessary.

The document has been translated within a project:

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2) the referral's validity has expired in cases specified the SGH Student Residence Hall Rules and Regulations.

## § 6

1. The Agreement has been made in two identical copies, one for each party.
2. Any amendments to this Agreement must be made in writing under pain of nullity.

.....  
Signature of the person  
authorised to sign the Agreement on behalf of SGH

.....  
Signature of the Student/Doctoral Student<sup>1</sup>

## Annex No. 2 to the SGH Student Residence Hall Rules and Regulations

Template of the housing agreement for a student who has no Polish citizenship referred by head of the International Centre or a person authorised thereby and the head of the Promotion and Admissions office or a person authorised thereby

Agreement No. .... dated .....

concluded between:

SGH Warsaw School of Economics with its registered seat at Al. Niepodległości 162, 02-554 Warszawa represented by the head of the Student Aid Section ....., hereinafter referred to as the University or SGH

and ....., personal identification number (PESEL) / passport number<sup>1</sup> ....., hereinafter referred to as the Student

## § 1

The Agreement is concluded for a definite period from ..... to.....

The document has been translated within a project:

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## § 2

In the semester, in which the housing period commences, SGH shall provide a place in the room No. .... in a Student Residence Hall No. .... located at ..... Warszawa ,along with the appliances described in the annex to this Agreement.

## § 3

1. The semester housing fee shall be charged in line with the provisions of the SGH Student Residence Hall Rules and Regulations and shall amount to ..... PLN/semester (in words:.....).
2. The student undertakes to pay the semester fee on time by the last day of the payment deadline specified in the USOSweb system. The fee must be paid to a bank account visible in the USOSweb system. The payment obligation shall be regarded as fulfilled only when the amount due has been booked to the account indicated in the USOSweb system by the last day of the payment period.
3. In order to secure the University claims on a student arising from the indicated Agreement, in particular, to secure rent payments, a student shall pay a deposit ..... PLN (in words: .....).
4. The deposit shall be also used to account for any other liabilities a student'/a doctoral student<sup>1</sup> may have towards the University – pursuant to the provisions stipulated in the Rules and Regulations of SGH Student Residence Hall.

## § 4

A student declares that (s)he has become familiar with the content of: the SGH Student Residence Hall Rules and Regulations, H&S and fire safety regulations and undertakes to obey them. The abovementioned documents are also made publicly available in the administration unit of the Student Residence Hall and are posted on the websites of the university units.

## § 5

The termination of the agreement shall take place as a result of the termination of the

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period of time for which it was concluded and also when:

- 3) this Agreement was terminated in compliance with the provisions of the SGH Student Residence Hall Rules and Regulations;
- 4) the referral's validity has expired in cases specified the SGH Student Residence Hall Rules and Regulations.

## § 6

3. The Agreement has been made in two identical counterparts, one for each party.
4. Any amendments to this Agreement must be made in writing under pain of nullity.

.....  
Signature of the person  
authorised to sign the Agreement on behalf of SGH

.....  
Signature of the Student/Doctoral Student<sup>1</sup>

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Annex No. 3 to the SGH Student Residence Hall  
Rules and Regulations

Template of the housing agreement for a person from outside SGH

Agreement no. .... dated .....

concluded between:

SGH Warsaw School of Economics with its registered seat at Al. Niepodległości 162,  
02-554 Warszawa represented by the head of the Student Aid Section  
....., hereinafter referred to as the University or SGH

and ....., personal identification number (PESEL) /  
passport number<sup>1</sup> ....., hereinafter referred to as the Resident

§ 1

The Agreement is concluded for a definite period from .....  
to.....

§ 2

In the semester, in which the housing period commences, SGH shall provide a place in  
the room No. .... in a Student Residence Hall No. .... located at  
..... Warszawa along with the appliances described in the annex  
to this Agreement.

§ 3

1. The resident undertakes to pay, by the 28th of the month in which (s)he checked-in,  
an accommodation fee calculated for the entire period of he declared residence, in  
the amount of ..... PLN (in words:.....).
2. The fee must be paid to a bank account assigned on the date of checking-in by the  
administration unit of the Student Residence Hall.

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3. The payment obligation shall be regarded as fulfilled only when the amount due has been booked to the account by the last day of the payment period specified in the payment schedule constituting and annex to the Agreement.
4. In order to secure the University claims on a student arising from the indicated Agreement, in particular, to secure rent payments, a student shall pay a deposit ..... PLN (in words: .....).
5. The deposit shall be also used to account for any other liabilities a resident may have towards the University – pursuant to the provisions stipulated in the Rules and Regulations of SGH Student Residence Hall.

#### § 4

A student declares that (s) he has become familiar with the content of: the SGH Student Residence Hall Rules and Regulations, H&S and fire safety regulations and undertakes to obey them. The abovementioned documents are also made publicly available in the administration unit of the Student Residence Hall and are posted on the websites of the university units.

#### § 5

The termination of the agreement shall take place as a result of the termination of the period of time for which it was concluded and also when:

- 5) this Agreement was terminated in compliance with the provisions of the SGH Student Residence Hall Rules and Regulations;
- 6) the referral's validity has expired in cases specified the SGH Student Residence Hall Rules and Regulations.

#### § 6

5. The Agreement has been made in two identical counterparts, one for each party.
6. Any amendments to this Agreement must be made in writing under pain of nullity.

.....  
Signature of the person  
authorised to sign the Agreement on behalf of SGH

.....  
Signature of the Resident

The document has been translated within a project:

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## Annex No. 4 to the SGH Student Residence Hall Rules and Regulations

### Template

Description of a room furnishing No.... in a Student Residence Hall No. ...

Ip.	Type of furnishing	Number of items
1		
2		
3		
4		
5		

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Annex No. 5 to the SGH Student Residence Hall  
Rules and Regulations

(repealed)

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