

RULES AND REGULATIONS OF SGH STUDENT RESIDENCE HALLS

Chapter 1

General provisions

§ 1

The Rules and Regulations are binding for all persons residing in the university student housing, i.e.:

- Student Residence Hall No. 1 'Sabinki',
located at Al. Niepodległości 147, 02-555 Warszawa
- Student Residence Hall No. 3 'Grosik',
located at ul. Madalińskiego 31/33, 02-544 Warszawa.

§ 2

1. A student residence hall is a temporary place of residence of:
 - 1) students recommended by the Student Housing Board and the Scholarship Board of Appeal,
 - 2) doctoral students – recommended by the Scholarship Board of Appeal for Doctoral Students,
 - 3) international students – recommended by the head of the Centre for International Programmes or another authorised person in the performance of international agreements executed by the University,
 - 4) disabled persons (students, doctoral students and international students) – recommended by the head of Disabled Persons Division or an authorised person,
 - 5) international students of first or second cycle programmes – recommended by the head of the Office for Admissions and Organisation of Didactics,
 - 6) other persons recommended by the head of the Student Aid Section or another authorised person, or the Scholarship Board of Appeal for Doctoral Students if there remain any places available in control of the Student Housing Board or the Scholarship Board of Appeal for Doctoral Students after the aforementioned students have been assigned housing. The places at the discretion of the Centre for International Programmes, the Division for Admissions and Organisation of Didactics and the Disabled Persons Division must be first handed over to the Student Housing Board before the head of the Student Aid Section or another authorised person may allocate them.
2. If so stated in the recommendation form, the spouse and the minor children of the person recommended for housing shall be deemed residents too.

3. The number of places in residence halls, their type and purpose as stipulated in section 1 shall be determined by the Chancellor in cooperation with the housing administrators.

§ 3

1. Apart from the persons stated in para 2, the housing in student residence halls may be assigned to other persons who have received a recommendation to use guest rooms from the Chancellor or a person authorised by him.
2. The rules concerning calculating housing fees for the use of rooms shall be established by the Chancellor in the form of an order.

§ 4

1. The University shall not bear any liability for the personal property of the student housing residents.
2. Administration of the student residence halls shall provide residents with conditions conducive to study, work and leisure.
3. Student housing residents may pursue their cultural and social activities on the premises of residence halls providing they obey general regulations adopted by the University.

§ 5

1. Residential space of the halls which remains unused for student housing purposes may be rented upon the Chancellor's approval.
2. Revenue from the rental of space specified in section 1 as well as the guest rooms shall contribute to the Fund for Financial Assistance to Students and Doctoral Students.

Chapter 2

Assignment of housing places

§6

1. Housing places shall be assigned by the Student Housing Board.
2. Applications for housing for the following academic year should be submitted by the deadlines established by the Student Aid Section and published at www.sgh.waw.pl/spm
3. The following students shall take priority in housing assignment:
 - 1) students who have to commute a long distance, so that as a result their daily routine of study is seriously disrupted,
 - 2) students who experience material hardship.
4. The condition stipulated in section 3.1 shall be deemed relevant for students whose domicile address is more than 40 km away from the university. This requirement does not apply to disabled persons.
5. The student housing place shall be assigned for the time period from the beginning of the academic year to the end of the first spring examination session of the same academic year.
6. At a student's request, the place may be assigned for the time period of one semester.
7. The spouse and the children of the person to whom student housing has been assigned shall be eligible for check in.
8. The place will not be assigned if the students:

- 1) has a gap year or a leave,
 - 2) takes up study abroad,
 - 3) has been assigned housing at another university.
9. The assignment decision shall become invalid if the circumstances stipulated in section 8 occur after the decision is taken, as well as when the students receives a check-out order or any other disciplinary liability measure provided for in the Rules and Regulations.

§7

1. The check-in decision should indicate the name of the body issuing the housing assignment, date of issue, name of the student beneficiary, legal act underpinning the decision, the decision itself, legal and factual grounds, note on the appeal and court complaint measures and the signature of the authorised issuer.
2. The decision shall always be served in writing by registered mail, personally or by the post office.

§8

1. Decisions of the Student Housing Board concerning assignment of places in the student halls of residence may be appealed to the Scholarship Board of Appeal. The appeals shall be filed through the Student Housing Board within 14 days of receipt of the decision.
2. Should the Student Housing Board find the claim relevant, it may issue a new decision, waiving or amending the appealed decision. Otherwise, it shall send the appeal along with the case file to the Scholarship Board of Appeal within 7 days of receipt of the appeal.
3. Decisions of the Scholarship Board of Appeal shall be final.
4. The condition of the case file being a basis for the decision issued by the Student Housing Board lies in the competence of the head of the Student Aid Section.
5. Procedures of allocating material assistance benefits shall be run in accordance with the applicable act of 14 June 1960 – Code of Administrative Procedure (Journal of Laws of 2016 item 23, as amended).

Chapter 3

Check-in of residents

§ 9

1. The check-in of residents shall be run by the administration of the student halls in cooperation with housing assignment bodies.
2. Check-in for the academic year or the winter semester shall begin 7 days before the commencement of the academic year and shall last for 14 days. Check-in for the spring semester shall begin on the first day of the spring semester and shall last for 14 days. These dates may only be changed at the request of the entitled student by the relevant housing administrator specified in para 2.1.1-5. The managing administration of the residence hall should be advised of the fact in writing or via e-mail.
3. If the housing assignment to persons eligible for temporary residence in student housing takes place on the dates other than those outlined in section 2, the fees shall be calculated as of the date of the check-in. The amount of the housing fee per one day shall be established by the Chancellor. The remaining fee amount for the semester shall be paid

by the resident according to the amounts and dates stipulated in the USOSweb system, and for persons from outside of the SGH, according to the attached payment schedule.

4. No persons without a housing assignment for the winter semester in the following academic year shall be eligible for student housing check-in during the retake examination session of a given spring semester.

§ 10

1. The following documents must be submitted in order to be assigned a housing unit:
 - 1) an ID document e.g. an ID card or a passport,
 - 2) a student ID or a doctoral ID (for students and doctoral students accordingly),
 - 3) a current photo of the ID size.
2. The administration of the residence hall shall perform the following actions during the check-in procedure:
 - 1) draw up a housing agreement,
 - 2) fill out a residence card,
 - 3) deliver equipment from storage.

§ 11

1. Before the check-in the resident is obliged to:
 - a) sign the housing agreement with the University,
 - b) get familiar with fire regulations as well as safety rules to be accessed on the Student Aid Section's website.
2. The resident shall agree to have his/her personal data and personal image processed (according to the act of 29 August 1997 on the protection of personal data – Journal of Laws of 2016 item 922) in the USOS system in connection with the check-in at the residence hall.
3. The resident shall be obliged to pay a security deposit within 7 days of the check-in. Should the resident fail to pay the security deposit in time the head of the Student Aid Section or another person authorised by him may terminate the housing agreement.

§ 12

1. The head of the Student Aid Section shall be authorised to sign housing agreements on behalf of the University.
2. The housing agreement form for the use of housing by an SGH student recommended by the Student Housing Board or an SGH doctoral student has been set out in Annex 1 to these Rules and Regulations.
3. The housing agreement form for the use of housing by a student not being a Polish citizen recommended by the Centre for International Programmes or his authorised person, or recommended by the Division for Admissions and Organisation of Didactics or his authorised person, has been set out in Annex 2 to these Rules and Regulations.
4. The housing agreement form for the use of housing by the persons stipulated in para 2.1.6 has been set out in Annex 3 to these Rules and Regulations.
5. The form of the student residence room equipment register has been set out in Annex 4 to these Rules and Regulations.
6. The payment schedule form has been set out in Annex 5 to these Rules and Regulations.

§ 13

1. The amount of the security deposit as well as amounts of other charges shall be proposed by the head of the Student Aid Section or his authorised person.

2. Student Housing Board and the Scholarship Board of Appeal for Doctoral Students shall give their opinion within 7 days of the day of receiving the proposed amounts.
3. Having read the proposals, the head of the Student Aid Section or his authorised person shall submit a proposal of security deposit and other charges amounts to the Chancellor.
4. The amount of the security deposit shall be diminished by the costs of repairs and overdue fee amounts the resident might be charged with.
5. The security deposit shall be reimbursed to the resident in cash or transferred to the bank account indicated by him within 21 days of the check-out unless he has liability to the University which shall in such a case be satisfied from the said deposit.
6. The security deposit may be collected within 12 months of the check-out. After this time the security deposit shall be transferred to the account of the Material Assistance Fund. The administration of the residence hall shall advise the resident of this fact two months prior to the lapse of the period.

§ 14

The residence card granting the student a right to take his place in a housing unit shall be issued to the resident upon successfully settling all formalities stipulated in para 10 and 11.

§ 15

1. Subject to section 2, 3 and 4 housing units shall be assigned on a first-come first-served basis.
2. Detailed regulations concerning the assignment of single and double rooms shall be set by the Student Housing Board and the Scholarship Board of Appeal for Doctoral Students and approved by the Chancellor. These regulations shall be announced at least 14 days prior to the date of issuing a decision stating the right to student housing in a given academic year. The said regulations shall be available on the website of the Student Aid Section and on the notice boards in residence halls.
3. At least half of the number of residents of a room for 3 or 4 persons may book the room for themselves by filing a suitable application with the relevant housing administrator within 14 days of the day of issue of the housing assignment decision. The administrator in cooperation with the head of the Student Aid Section or his authorised person reserves the right to reject the booking application. Detailed regulations on booking shall be determined by the housing administrator in cooperation with the head of the Student Aid Section or his authorised person.
4. Assignment of rooms for the disabled persons shall be conducted following these priorities:
 - 1) persons with significantly reduced mobility,
 - 2) persons with significant sight disability,
 - 3) persons with medium mobility reduction,
 - 4) persons with medium sight disability,
 - 5) persons with other disabilities according to the degree of disability (significant, medium, mild).

§ 16

In the event of a place in a residence hall becoming vacant, the administration of the residence hall shall advise the housing administrator of the fact within 2 days of the vacancy becoming available at the latest and the administrator shall issue a housing assignment note.

§ 17

Any other issues not provided for in the Rules and Regulations on housing assignment shall be resolved by the Chancellor in cooperation with the housing administrators.

Chapter 4

Rights and obligations of residents and guests

§ 18

Residents shall have the right to:

- 1) make permanent alterations to the room decoration upon a written approval of the head of the Student Aid Section,
- 2) use all the common appliances and spaces of the residence hall according to their purpose,
- 3) organise and participate in free-of-charge social events upon the consent of the Vice Rector for Education and Student Affairs. Their date and number of participants shall be agreed with the head of the Student Aid Section or his authorised person. The relevant application shall be filed minimum 10 days prior to the event planned,
- 4) have their bed sheets changed at least once in three weeks,
- 5) use the safety deposit during the holiday time,
- 6) file requests concerning any improvements to their living conditions with the head of the Student Aid Section or his authorised person.

§ 19

Residents have the right to stay in all SGH residence halls free of charge upon the presentation of their residence card; the necessary condition for the resident to be exempt from the housing fee in the residence hall in which he has no assigned housing unit is to deposit his residence card with the reception desk of this hall.

§ 20

1. Residents shall have the right to receive outside guests in their rooms.
2. Visitors may stay between 7.30 a.m. and 2.00 a.m. (does not apply to overnight visitors).
3. The visitor is obliged to indicate the person he is visiting to the reception desk of the residence hall and to leave his ID with the reception employee. The personal ID card may not be left with the reception desk.
4. Any visitors remaining in the residence hall after 2.00 a.m. shall be treated as overnight guests. Leaving the ID with the reception desk shall have the same effect. According to the applicable law the personal ID card may not be left with the reception desk.
5. For a visitor to stay in the residence hall after 2.00 a.m. it is necessary to:
 - 1) obtain the consent of the host and other room residents,
 - 2) make a payment for overnight accommodation with the reception desk; the overnight charge shall be determined by the Chancellor.

6. An overnight visitor may be allowed on the premises of the hall after midnight only if he has obtained a prior consent of the residence hall's administration employee or the reception desk.

§ 21

1. Visitors in residence halls are obliged to abide by the code of conduct set out in this chapter.
2. Should there occur a gross breach of such rules of conduct, the visitor will be ordered to leave the premises by the managing administration.
3. Should the visitor refuse to obey the order to leave the premises of the hall, the administration must call the police.
4. The Rector shall be informed of any police intervention.

§ 22

All persons remaining in residence halls are obliged to:

- 1) obey the law and behave according to the provisions of the Rules and Regulations,
- 2) obey general safety regulations, also fire safety rules and immediately report to the residence hall administration if they become aware of any hazard thereto,
- 3) report without delay to the residence hall administration any technical breakdown or malfunction of appliances or installations as well as any damage to the property of the hall,
- 4) use the appliances and property of the residence hall according to their purpose,
- 5) maintain cleanliness and order,
- 6) observe the quiet hours between 24.00-6.00a.m. on the premises and outside following the generally accepted rules,
- 7) follow the decisions and guidelines of the residence hall administration concerning order on the premises,
- 8) refrain from any behaviour that may constitute a flagrant breach of the rules of social cohabitation.

§ 23

Residents are also obliged to:

- 1) timely pay their housing fee,
- 2) timely pay their security deposits,
- 3) present their cards of residence at the request of the residence hall administration, reception desk, security guards or members of the Student Housing Board and the Scholarship Board of Appeal for Doctoral Students,
- 4) update their personal information to the residence hall administration without delay,
- 5) report to the residence hall administration any residents or roommates missing:
 - a) for over 14 days,
 - b) accompanied by other worrying circumstances.

§ 24

On the premises of the residence hall it is forbidden to:

- 1) remove, without the consent of the head of the Student Aid Section or his authorised persons, the equipment from a given residence unit or let it to the third persons,

- 2) set up, alter, repair the electrical, gas or water installations and fittings, to alter locks or damage walls without an explicit consent of the administration,
- 3) install or use any machines or equipment posing hazard to human health and life,
- 4) use spirit machines, cookers, heaters and any other electrical devices of power consumption above 2 kW, as well as extension cords, power boards and adapters without ground prongs,
- 5) throw such objects into the sanitary and sewage fittings which can cause their breakdown or malfunction,
- 6) smoke tobacco apart from the 'smoking room' and other places designated by the hall's administration,
- 7) keep pets without the consent of the head of the Student Aid Section or his authorised person,
- 8) receive overnight visitors not being residents of a given residence hall without following the procedure stated in para 20,
- 9) make new keys for any of the residential units without the consent of the head of the Student Aid Section,
- 10) sell and use narcotic drugs,
- 11) sell and drink alcohol beverages of over 0.5% alcohol content,
- 12) dispose of room waste in any other place than the waste containers in the residence hall yard,
- 13) conduct business operations without the consent of the Chancellor/Rector,
- 14) play ball games, badminton, tennis, rollerblade, scooter, cycle in the corridors and rooms,
- 15) possess cold steel arms, gas arms, firearms or pneumatic arms,
- 16) stock goods and products the purpose and quantity of which may indicate commercial purposes in rooms and other common residential units.

§ 25

1. The following persons shall not be allowed to enter and stay in the residence hall:
 - 1) persons whose conduct raises a justified safety concern, this shall also pertain to other halls' residents,
 - 2) persons who have been removed from the residence hall pursuant to para 32. 2, 3, 4,
 - 3) Persons whose conduct has infringed on the Rules and Regulations of student residence halls – pertains also to guests.
2. The decision of the entry or stay ban shall be made by the head of the Student Aid Section or his authorised person.
3. The decision of lifting a ban on entry or stay at the student residence hall shall be issued by the Vice Rector for Education and Student Affairs at the request of a student or a doctoral student if removal from the residence has been found ungrounded.

§ 26

1. The administration of the residence hall is allowed to enter rooms during the absence of their residents to perform actions which are necessary to ensure proper functioning of the premises, e.g.: for periodical technical and equipment checks or pest control.
2. The administration is allowed to enter the rooms during the absence of their residents when there exists a justified concern of the hall's security.
3. The resident shall be informed by the administration of the circumstances stipulated in section 2 before entering the room, or should that be impossible, immediately after leaving the room.
4. The head of the Student Aid Section or his authorised person must issue a consent for the administration employees to enter the room.

5. The room shall be entered by a three persons' committee formed by the head of the Student Aid Section or his authorised person. One of the committee members shall be a student representative appointed by the Student Housing Board or a doctoral representative appointed by the Scholarship Board of Appeal. The head of the Student Aid Section or his authorised person shall apply in writing to the Student Housing Board or the Scholarship Board of Appeal for Doctoral Students to appoint their representatives, indicating the purpose, date and hour when the committee is planning to start work. Should there be no written reply to such an application confirming the involvement of a student or doctoral representative in the action, should the boards fail to appoint a representative or should the representative fail to appear on the indicated date, the committee shall be authorised to enter the room without a student representative.
6. It is allowed to form a two persons' committee for the purpose of entering a room without a student or doctoral representative on it also in some extraordinary emergencies such as:
 - 1) a suspicion of unattended electrical appliances being left switched on in the room,
 - 2) unlocked room windows,
 - 3) an installation breakdown,
 - 4) urgent and indispensable technical checks.
7. Administration of the residence hall shall immediately inform room residents of the intervention undertaken (in writing or via e-mail) stating the purpose, the day and time of the committee's action as well as the committee's members, unless the intervention in the room should take place at the request of the resident.

Chapter 5

Housing fees

§ 27

For students recommended by the Student Housing Board or SGH doctoral students:

1. Students and doctoral students shall pay their semester housing fee lumpsum upfront or in monthly instalments; a student/doctoral student who effectively terminates his housing agreement due to ill-fated reasons stipulated in para 37.1, such reasons being unpredictable, beyond his/her control and impossible to prevent despite due diligence, shall be exempt from paying the full amount of his housing fee,
2. A student/doctoral student wishing to be exempt from the payment of the full amount of the semester housing fee shall file an application stating his grounds with the Vice Rector for Education and Student Affairs who upon consultation with the head of the Student Aid Section or his authorised person or with the Scholarship Board of Appeal for Doctoral Students, will issue a decision within 14 days,
3. Students and doctoral students who have paid the whole fee upfront and have received a decision of the Vice Rector exempting him/her from part of the fee payment, shall have the said fee reimbursed: the semester fee minus the fee for the whole period of residence (full months) minus the fee for the following month,
4. Persons who have been assigned housing for the academic year or the winter semester and check in on a different date than stipulated in §9.2 shall be obliged to settle the full amount for the time period from 1 October till the last day of the agreement, whereas persons who have only received housing for the spring semester shall be obliged to settle the full payment for the period from 1 March till the last day of the agreement,

5. Students being assigned housing in September (7 days prior to the commencement of the academic year) and wishing to leave by October 1 shall pay for the number of days they actually stay in the residence hall,
6. Persons from the waiting list checking in after the time period specified in para 9.2 shall have their fee calculated as of the check-in day.
7. If a person from the waiting list uses the housing for a period shorter than one month due to the date of his check-in, then the amount of the fee shall be calculated by dividing the full current monthly fee amount determined in the Chancellor's order by the number of days the housing was actually used in a given month,
8. Persons who declared to pay their housing fee in monthly instalments and decide to check out before the end of the semester shall be obliged to settle all amounts by the day of their check-out,
9. Persons who have been assigned housing for a full academic year may quit their place in the spring semester and shall not be obliged to pay the spring semester fee. The resignation shall only be effective if the student/doctoral student files a written application with the administration of the residence hall by 10 January of a given academic year.

§ 28

Fees for students not being Polish citizens recommended by the head of the Centre for International Programmes or his authorised person and the head of the Division for Admissions and Organisation of Didactics or his authorised person:

1. Students shall settle the housing fee upfront by the last day of the date of payment stipulated in the USOSweb system,
2. Students from the waiting list checking in after the time period stipulated in § 9.2 shall have their fees calculated in the first month of residence starting from the check-in date, multiplying the daily rate determined by the Chancellor's order by the number of days of residence,
3. A student who effectively terminates his housing agreement due to ill-fated reasons stipulated in para 38.1, such reasons being unpredictable, beyond his control and impossible to prevent despite due diligence, shall be exempt from paying the full amount of his housing fee.
4. A student wishing to be exempt from the payment of the full amount of the semester housing fee shall file an application stating his grounds with the head of the Student Aid Section or his authorised person, will issue a decision within 14 days,
5. Students who have received a decision of the Vice Rector exempting him/her from the fee payment, shall have the said fee reimbursed: the semester fee minus the fee for the whole period of residence (full months) minus the fee for the following month,
6. Check-out order shall not constitute an exemption from the settlement of the full fee amount for the semester.

§ 29

Fees for persons from outside of SGH:

1. The housing fee for persons from outside of SGH shall be calculated for the period declared by residents at the time of their check-in.
2. In the first month of residence, persons from outside of SGH shall have their fees calculated from the the date of the check-in by multiplying the daily rate determined in the Chancellor's order by the number of days of residence,
3. The full amount due should be paid by the 28th day of the month of the check-in.
4. A person from outside of SGH who effectively terminates his housing agreement due to ill-fated reasons stipulated in para 39, such reasons being unpredictable, beyond his control

and impossible to prevent despite due diligence, shall be exempt from paying the full amount of his housing fee.

5. A person from outside of SGH wishing to be exempt from the payment of the full amount of the semester housing fee or pay in installments shall file an application stating his/her grounds with the Vice Rector for Education and Student Affairs who, upon consultation with the head of the Student Aid Section, will issue a decision within 14 days,
6. Students who have received a decision of the Vice Rector exempting him/her from the fee payment, shall have the said fee reimbursed: the semester fee minus the fee for the whole period of residence (full months) minus the fee for the following month,
7. Check-out order shall not constitute an exemption from the settlement of the full fee amount for the semester.

§ 30

1. The housing fee payments shall be made to the bank account visible in the USOSweb system, students from outside of the SGH shall make payments to the account assigned by the administration of the residence hall on the day of the check-in.
2. The payment shall be deemed made only when the amount due has been booked to the individual account by the final date of payment stipulated in the USOSweb system. For students from outside of SGH it shall be the final date of payment as presented in the payment schedule. The date of payment shall be the date of receipt of the amount in the SGH account.
3. Defaulting on the payment deadlines results in the resident's liability to pay penalty interest as provided for by the law.
4. In justified situations the student/doctoral student may apply to the Vice Rector for Education and Student Affairs to have his regularly scheduled deadline from the USOSweb system postponed. Such an application may also be filed by the head of the Student Board or the Scholarship Board of Appeal for Doctoral Students if the delay in payment concerns a larger group of residents.

Chapter 6

Liability of residents

§ 31

1. If in breach of the Rules and Regulations the residents shall bear:
 - 1) liability in respect of order
 - 2) material liability
 - 3) disciplinary liability
2. Any persons using the guest rooms or visitors may also be held materially liable or liable in respect of order. Any such persons shall be held liable for material damage caused in the residence hall as provided for by the civil law.

§ 32

1. The head of the Student Aid Section or his authorised person shall be authorised to use measures of liability in respect of order. These measures shall include:
 - 1) a written reprimand,
 - 2) a written warning,

- 3) an order to leave the residence hall,
- 4) an order to check out of the residence hall
2. The check-out order may be issued in the events of a persistent breach of domestic order regulations, a violation of the bans and duties of these Rules and Regulations resistant to prior warnings as well as in the cases of:
 - 1) intentional damage or theft of the residence hall's property or the property of its residents,
 - 2) violation of personal integrity of persons staying in the residence hall,
 - 3) letting the assigned housing to an unauthorised person,
 - 4) default in fee settlement despite written reminders,
 - 5) posing purposeful threat to the residence hall safety,
 - 6) disobedience of sanitary regulations posing an epidemiological risk according to the norms established for residential premises,
 - 7) flagrant or persistent breach of rules of social conduct,
 - 8) removal from the student/doctoral student list,
 - 9) smokin tobacco outside of the 'smoking room' and other designated places,
 - 10) persistent violation of the laws, other than those stated in the Rules and Regulations.
3. In emergency cases posing a risk to the health and life of other residents, Vice Rector for Education and Student Affairs may issue an immediate check-out order. Such an order may be issued 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. Vice Rector may make the order immediately enforceable.
4. An order to leave the residence hall shall mean a ban on staying in the residence hall for the duration of up to 24 hours. An order to leave the residence hall may be issued in the event of a persistent breach of order regulations, violation of bans and duties of these Rules and Regulations as well as the occurrence of situations stipulated in para 32.2.1,2 and 5. The order shall be enforceable pursuant to para 21.3.
5. A check-out order from one residence hall shall mean a ban on entry to both SGH halls. Check-out orders resulting from removal from the student list shall not be subject to this procedure.
6. Should a resident not be using his place in the housing unit without giving a fair reason for 14 consecutive days, the head of the Student Aid Section or his authorised person shall file an application with the housing administrator to rescind the housing assignment.
7. The check-out order constitutes a basis for the Student Housing Board and the Scholarship Board of Appeal for Doctoral Students to deny student housing in a given year and in the following years to the person subject to it.
8. Applying measures in respect of order against a resident may constitute a basis for the Student Housing Board and the Scholarship Board of Appeal for Doctoral Students to refuse such a resident a place in a single or double room in a given year and in the following years.
9. SGH students and doctoral students subject to measures in respect of order stipulated in para 32.1.2-4 may not run for posts in and become members of the Student Housing Board and the Scholarship Board of Appeal for Doctoral Students.

§ 33

1. A resident has the right to appeal the check-out order in writing to the Vice Rector for Education and Student Affairs within 3 business days.
2. The order shall be enforced within 7 days of its issue unless some extraordinary circumstances justify immediate enforcement or unless the order has been made immediately enforceable.
3. Vice Rector for Education and Student Affairs may hold enforcement within 3 business days of the date of filing an appeal.

4. Within 14 days of filing an appeal the Vice rector for Education and Student Affairs shall:
 - 1) uphold the order,
 - 2) rescind the order,
 - 3) order to use measures in respect of order other than the check-out order or refer the case to the disciplinary spokesman.

§ 34

1. Irrelevant of their liability in respect of order, in cases specified in para 32.2 and 3, residents may be held liable to disciplinary measures on the terms and conditions determined individually for each resident.
2. The head of the Student Aid Section shall file requests concerning the issues set out in section 1 with the Rector.

§ 35

1. The material liability of the resident shall extend to the following:
 - 1) any damage caused to the property of the Residence Hall,
 - 2) SGH claims resulting from overdue housing fee payments.
2. Residents shall bear personal liability for the damage caused. Should the damage be caused to the property of a housing unit occupied by more than one resident and should it be impossible to assess the degree of liability of each of the residents, they shall be liable severally in equal parts.
3. The liability for any damage caused by the guest who was reported by the resident shall be born severally by the guest and the resident. Should the guest refuse to repair the damage, the resident receiving this guest shall be wholly liable therefor.
4. Personal liability for damage shall be irrelevant of the degree of his/her fault.
5. Damage shall mean the cost born by SGH resulting from the action or inaction of the perpetrator in contravention of these Rules and Regulations, rules of order and fire safety regulations.

§36

1. The resident undertakes to keep the room and furnishing in good state of repair as well as to cover the cost of possible damage to the property.
2. The amounts due for damaging property shall be established by the head of the Student Aid Section or a person authorised by him, assuming the following criteria:
 - 1) Complete loss of the property functionality – 100% of its value
 - 2) Significant loss of functionality – 50% of value
 - 3) Slight loss of functionality (not being a result of normal wear and tear) – 10% of value
3. The value of other kinds of damage to property including damage to windows, walls, ceilings, floors, doors and any installations shall be established by a commission comprising representatives of the Maintenance Division.
4. Should the damage caused exceed the value of the security deposit, the resident shall be obliged to cover the difference within one month of the event causing damage and shall complete the full amount of the deposit.

Chapter 7

Termination of the agreement

§37

1. Students recommended by the Student Housing Board and doctoral students may terminate their housing agreement at a one-month notice, from the end of the calendar month, due to the following reasons:
 - 4) student resignation or removal from the student list;
 - 5) serious health condition documented with doctor's opinion (a life-threatening condition, long-term hospital stay);
 - 6) serious documented personal circumstances (e.g. death of a close family member);
 - 7) academic circumstances (e.g. receiving a scholarship to run research which entails travel).
2. A student or a doctoral student shall have the right to terminate the housing agreement without indicating a reason, at a one-month notice from the end of the calendar month, if such a termination is filed by the end of October or March (for housing assignments for the spring semester).

§38

1. Students not being Polish citizens recommended by the head of the Centre for International Programmes or his authorised person and the the head of the Division for Admissions and Organisation of Didactics or his authorised person may terminate the housing agreement at a one-month notice from the end of the calendar month due to the following reasons:
 - 1) student resignation or removal from the student list;
 - 2) serious health condition documented with doctor's opinion (a life- threatening condition, long-term hospital stay);
 - 3) serious documented personal circumstances (e.g. death of a close family member);
 - 4) academic circumstances (e.g. receiving a scholarship to run research which entails travel).
2. A student or a doctoral student shall have the right to terminate the housing agreement without indicating a reason, at a one-month notice from the end of the calendar month, if such a termination is filed by the end of October or March (for housing assignments for the spring semester).

§39

1. Persons from outside of SGH may terminate the housing agreement at a one-month notice from the end of the calendar month due to the following reasons:
 - 1) student resignation or removal from the student list;
 - 2) serious health condition documented with doctor's opinion (a life- threatening condition, long-term hospital stay);
 - 3) serious documented personal circumstances (e.g. death of a close family member);
 - 4) academic circumstances (e.g. receiving a scholarship to run research which entails travel).

Chapter 8

Check-out procedure

§ 40

1. Check-out shall take place on the last day of the period for which the housing was assigned, or on the day set pursuant to para 32 and 33.
2. Check-out may take place out of the resident's initiative before the end of the housing period, providing the planned check-out date was reported at least 3 days prior thereto.
3. Upon the request of the housing administrator, the administration of the residence hall shall conduct the check-out of residents who have lost their right to student housing due to a dean's leave, a gap year or being removed from the student list.
4. Undergraduate Programme Dean's Office and the Graduate Programme Dean's Office must inform the residence hall administration and the Admissions Office in writing or by email of the persons removed from the student list within 3 days of the decision becoming final.

§ 41

Before the check-out the room shall be inspected by the residence hall administration for the completeness and state of repair of its furnishing. The inspection shall take place in the presence of the resident and the inspection conclusions shall be outlined in the form of a report. The resident may express his grounded objections to the contents of the report and file his explanation with the head of the Student Aid Section or a person authorised by him. The head of the Student Aid Section or a person authorised by him shall decide on the explanation. Should the resident disagree with the aforementioned decision, he shall reserve the right to appeal the case to the Chancellor. The appeal shall be made in writing. The appeal shall not halt the check-out procedure.

§ 42

At the check-out the resident is obliged to:

- 1) return the equipment taken,
- 2) leave the room tidy and clean,
- 3) settle any outstanding amounts,
- 4) return the keys,
- 5) return the residence card.

§ 43

Upon check-out the head of the Student Aid Section or a person authorised by him shall immediately make settlements against the security deposit stipulated in para 13.

§ 44

Any other issues not provided for in the Rules and Regulations concerning the check-out procedure shall be resolved by the Chancellor in cooperation with the housing administrators.

§ 45

Any resident wishing to stay in the residence hall for the summer holiday period shall inform the administration of the fact by the end of May of a given academic year at the latest by leaving a relevant notice at the reception desk. The decision shall be made by the residence hall administration immediately after they have obtained the necessary information on the scheduled renovation works and ways of using the hall during the summer holiday. Failure to make such a notice in time shall mean no reservation for the holiday period may be made for the resident.

Chapter 9

Residence Hall Administration

§ 46

Residence hall administration shall be the employees of the Student Aid Section in the Student Support Department employed by SGH and carrying out their duties on the premises of the Student Residence Hall No. 1 'Sabinki' and Student Residence Hall No. 2 'Grosik'.

§ 47

Administration shall be led by the head of the Student Aid Section who shall be the manager of SGH student residence halls and shall be responsible for:

- 1) ensuring safe and comfortable conditions of the student housing,
- 2) making sure that safety and order regulations as well as these Rules and Regulations are obeyed in the residence halls,
- 3) supervising other residence hall employees' performance of duties,
- 4) supervising the organisation of the deposit run by the Student Housing Board or other persons authorised thereby.

§ 48

The head of the Student Aid Section shall have the right to:

- 1) decide about the arrangement of property on the premises of the hall,
- 2) inspect the sanitary condition of the rooms and other common spaces as well as to make sure the safety and fire safety regulations are being observed,
- 3) coordinate the dates of social events in cooperation with the Student Housing Board,
- 4) change the housing assignments of residents on the premises of the same residence hall,
- 5) make other decisions in his capacity as outlined in the Rules and Regulations,

- 6) appoint, in cooperation with the Student Housing Board, persons who shall supervise the use of the gym and sports equipment,
- 7) play back the video recorded by CCTV cameras located in the residence hall.

§ 49

1. The head of the Student Aid Section may authorise other hall administration employees to perform his functions with the exclusion of the function of applying the disciplinary liability measures to which residents are subject.
2. During the absence of the head of the Student Aid Section his duties shall be performed by his deputy.

§ 50

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