**REGULATIONS FOR THE STUDENT HOUSE**

**OF THE E. GEPPERT ACADEMY OF ART AND DESIGN IN WROCŁAW**

1. GENERAL PROVISIONS

§1

1. The regulations of the Student House set out the detailed rules for granting and losing a place in the Student House of the E. Geppert Academy of Art and Design in Wrocław (hereinafter **the University**), and the rules of payment for such a place, as well as the terms and conditions of using the granted place and the common rooms of the Student's House.
2. The Student House **(SH)** is an integral part of the University, the place of residence, study, work and leisure of students entitled to use it, participants of doctoral studies and other persons whose stay on its premises is specified in the SH Regulations. The house should be the subject of special protection and care of the residents.
3. **The SH Administrator** is the holder of allocated places in the Student’s House building on behalf of the University. He manages administrative matters and is responsible for the proper functioning of the SH. The Administrator is an employee of the Department of Organization of Studies and reports directly to the Head of this Department.
4. The Student’s House Self-Government are all residents of the Student's House. The residents, from among its members, choose the Council of Residents approved by the Student’s Self-Government. The Council represents the SH residents before the SH Administrator.
5. GRANTING PLACES AT THE STUDENT'S HOUSE. ACCOMMODATION AND MOVEMENT

§2

1. The place in SH is granted by the Commission appointed by the Vice-Rector for didactic and student matters which consists of:

* Vice-Rector for didactic and student matters - Chairman of the Commission,
* Deputy Deans of the Faculties,
* President of the Student’s Self-Government or a person designated by him,
* Chairman of the Student’s House Council of Residents or a person designated by him,
* Head of the Department of Organization of Studies,
* SH Administrator.

1. The Committee shall meet at its meetings. Decisions are made by a simple majority in the presence of at least half of the committee. Each meeting is recorded and the protocol is signed by all members. The SH Administrator is responsible for the administrative service of the meeting.
2. These applicants may apply for a place in the SH:

* full-time students,
* part-time students, in the case of vacancies,
* participants of full-time doctoral studies,
* participants of part-time doctoral studies within a certain limit,
* foreigners within a certain limit,
* students with the Polish Card.

1. The places limits for individual students’ groups are determined by a resolution of the Senate of the E. Geppert Academy of Art and Design in Wrocław.
2. In the case of vacancies in the SH, accommodation may be applied by persons other than those mentioned in section 3.
3. The basis for awarding a place in the SH is submission of a complete application, within the prescribed period:

* students and participants of doctoral studies until 30 May of this year,
* foreigners studying on the basis of international agreements:
* until 30 May - for the winter semester
* until 10 December - for the summer semester.
* candidates admitted to the first year of studies until 25 August

1. The application with all attachments shall be made in paper version:

* in person at the SH Administrator's office or
* by post (by registered mail) to the following address: the SH, 9 Henryka Pobożnego Street, 50 - 241 Wrocław or
* in the case of foreigners arriving at the University on the basis of bilateral agreements - by e-mail to the following address: [akademik@asp.wroc.pl](mailto:akademik@asp.wroc.pl).

1. Priority in granting a place in the SH is vested the student or participant of doctoral studies, for whom daily access would be impossible or significantly hinder studying.
2. Priority may be granted to a student or participant of doctoral studies, whose monthly income per capita in a family does not exceed the maximum income threshold entitling to a social scholarship set at the University.
3. Models of applications, for the place in the SH with the required attachments, are available on the University website’s link: [www.asp.wroc.pl](http://www.asp.wroc.pl), in Polish and in English (for students undertaking studies on the basis of bilateral agreements or for foreigners studying in English as the primary language of study).
4. The Commission issues decisions on granting or refusing a place in the SH for the period of didactic classes and the duration of the examination session, and in the case of students and PhD students studying on the basis of bilateral agreements, for the period of the semester that the applicant is seeking.
5. The decision of the Commission may be appealed against to the Rector. The decision of the Rector of the University is final.
6. The Commission's decision on granting or refusal of a place in the SH, the SH Administrator sends by electronic to the e-mail address provided by the student. The decision in paper form is issued at the SH office.
7. A student or participant of doctoral studies who obtained a place in the SH is obliged to confirm the intention to reside:

* until 15 July, students and participants of doctoral studies of senior years of studies,
* until 10 September, students admitted to the first year of study,
* until 15 July, in the winter semester and until 30 December, in the summer semester, students and participants of doctoral studies studying at the University on the basis of bilateral agreements.

1. Confirmation referred to in paragraph 14, is made by e-mail to the SH Administrator at the address: [akademik@asp.wroc.pl](mailto:akademik@asp.wroc.pl).
2. Lack of confirmation of the intention to reside in the SH, as dates indicated in paragraph 14, result in the loss of the allocated place.
3. Accommodation is based on the list of people who have been awarded a place in the SH, after proof of payment of the deposit in the amount determined by the resolution of the University Senate, on the date indicated by the SH Administrator, no later than on the day of start of classes at full-time studies.
4. The deposit is a security for the repair of damages caused to the property of the SH or arrears for the occupied place. The deposit is refundable within 30 days from the date of movement to the account indicated by the payer.
5. Students and participants of doctoral studies for accommodation should have the following documents:

* ID card,
* Student card,
* Passport - concerns residents from abroad,
* in the case of the first year students - the decision on admission for the first year of study,
* confirmation of payment of the deposit amount determined by the resolution of the Senate of the E. Geppert Academy of Art and Design in Wrocław.

1. Accommodation is run by the Student’s House Administrator on the basis of the seat allocation. For accommodation, a student or participant of doctoral studies is required to:

* sign a contract for the use of a place in the Student’s House,
* pick up keys,
* sign a release-receive protocol,
* read the content of these Regulations.

1. On the day of accommodation, a student or participant of doctoral studies becomes the SH Resident. He receives a resident card, which should be shown each time at the entrance to the facility, a place in the room and bedding on the basis of appropriate acceptance and inventory protocols. The resident is obliged to fill in the registration card.
2. Movement takes place after the end of the summer semester exam session no later than 15 June of this year. The resident is obliged to pass the room in a technical condition not worse than on the day of the takeover, after settling the financial receivables with the University and the protocol on passing of all the equipment and bedding that he collected during the period of residence.
3. The resident of the Student’s House pays:

* ½ of monthly fee for living in the Student’s House in the case of accommodation by 15 June,
* 2/3 of monthly fee for living in the Student’s House in the case of movement until 20 June,
* the whole monthly fee for living in the Student’s House in the case of movement by 30 June.

1. FEES FOR STUDENT’S HOUSE

§3

1. The amount of the SH fees shall be determined by the Rector after consulting the Council of Residents and Senate of the E. Geppert Academy of Art and Design in Wrocław. The fee is determined based on the current operating costs in an amount that allows them to be covered.
2. The price for the next academic year is announced to the students in the form of a fiat by the SH Administrator by 30 April.
3. The SH Residents pay their fees to the University account by the 15th of each month. The date of receipt of the receivables to the bank account shall be considered as the date of payment. Confirmation of the payment must be submitted to the SH Administrator.
4. RIGHTS AND OBLIGATIONS OF THE RESIDENT

§ 4

1. The resident has the right to:

* enter the Student’s House Self-Government,
* choose members and to be elected as a member of the Council of Residents,
* use of common rooms and facilities, such as: kitchen - with all equipment, workshop, common room, laundry and drying room, according to the rules specified in the Regulations,
* enter and leave the building at any time, except for the time of the circuit,
* receive visitors and organize meetings on terms specified in the Regulations,
* bed linen change on dates specified by the SH Administrator,
* use his own electronic devices and computers on the terms set out in the Regulations,
* rearrange the room, unless it involves permanent changes,
* change the room - if it is possible,
* report complaints to the SH Administrator, his superior and/or to the Council of Residents.

1. The resident has the right to receive visitors during the hours of visit: 7.00 - 23.00. Any extension of the visit must be approved by the co-residents and the Council of Residents.
2. The resident may organize a social event in the room, after obtaining the approval of his co-residents, but no longer than until 23.00.
3. The resident can organize a social event in a common room after obtaining a written consent of the SH Administrator.
4. The resident as the organizer of a cultural or social event is obliged to indicate the person responsible for the event and to provide a list of participants to the SH Administrator.
5. The organizer of a cultural or social event bears full financial responsibility for the damage caused by the participants as well as the legal liability.
6. Any faults/failures in a room, module or common parts, the resident may report by entering information in the register located at the gatehouse. The entry is tantamount to the consent of the resident, to enter his room of the technical team, during his absence.

§ 5

1. The resident is obliged to:

* observe the Regulations of the Student's House, whose knowledge is confirmed by the handwritten signature,
* observe the rules of accommodation and movement,
* timely payments for stay in the SH,
* observe the rules of cultural behavior,
* observe of quiet hours from 23.00 to 7.00 in the morning,
* comply with ordinal provisions, recommendations and messages of the SH Administrator, fire safety rules and health and safety regulations,
* inform the SH Administrator about any irregularities in the functioning of equipment and devices, including making entries in the relevant repairs register,
* take care of the SH property, cleanliness, regular cleaning of the room and the segment,
* comply with Regulations on the prevention of drug addiction and upbringing in sobriety,
* registration of radio and television receivers on general terms,
* show at the request of the administration, security services, and the Council of Residents – the Resident Card,
* close the room and leave the key at the gatehouse,
* notify the missing keys to the room. In this case the resident is burdened with the amount of change of locks,
* clean the room before movement.

1. The resident is financially responsible for all damage to the equipment, devices and furniture in the room and in the SH.
2. In cases when it is not possible to determine the perpetrator of the damage, the residents of the room or module, correspond jointly for all losses, in equal parts; unless they prove that the damage was caused only by criminal activity or by force majeure.
3. The resident is responsible for all the items and property that he has been charged, which he is obliged to return in an unchanged condition in qualitative and quantitative terms.
4. The resident is materially responsible for the University's property entrusted to him in the amount of the deposit amount - in the case of things of lesser value, up to the amount of destroyed property.

§ 6

1. Residents are prohibited from:

* possessing firearms and other tools, fluids that may endanger health and the safety of co-residents,
* using equipment for the production of spirits, gasoline and gas devices, electric cookers and heaters and other heat sources that are not a permanent room equipment,
* possessing narcotic drugs, their use and sale,
* alcohol consumption and smoking,
* conducting business operations, including production, commercial and catering activities,
* practicing games and gambling establishments,
* having animals without first obtaining the consent of the SH Administrator, the Council of Residents and co-residents,
* self-change of door locks, making changes in the installation and building changes,
* throwing garbage and things out of the window, playing football in the SH,
* conducting political, religious and other agitations,
* blocking escape routes on the premises by leaving bicycles, dryers, furniture, rubbish bags,
* behavior in a way that could disrupt the residence, study or recreation of other residents of the house, in particular the use of sound equipment,
* removal of mobile equipment from the room/module without the consent of the SH Administrator.

1. LOSING OF A PLACE IN A STUDENT’S HOUSE. PENALTIES FOR BREACH OF ORDER.

§7

1. The resident may lose his place in the SH in the case of:

* no confirmation of residence as referred to in § 2 section 14,
* no fees for a period of 2 months. Movement is not tantamount to no payment duty,
* gross violation of the Regulations on upbringing in sobriety and prevention of drug addiction,
* deletion from the list of students,
* rent a given place to another person.

1. Every violation of the Regulations is punished by disciplinary proceedings conducted by the Council of Residents with the participation of the SH Administrator. The resident can be punished by:

* penalty for breach of order in the form of performing free work for the SH,
* depriving the right of residence with immediate effect,
* financial responsibility for damages.

1. THE COUNCIL OF RESIDENTS

§ 8

1. The Council of Residents is a representative of the residents, coming from the choice of the Student’s House Self-Government.
2. The Council consists of 3 to 5 people.
3. The Council of Residents, as a representative of the Residents, has the right to:

* represent residents before the University authorities,
* shared management of the property of the Student’s House,
* issue opinions on the SH regulations and resolutions regarding fees,
* consider applications and complaints of residents,
* represent them by the SH Administrator,
* representation and application in disputes with the SH Administrator to the Head of the Department of Organization of Studies who is its direct superior,
* award penalties for breach of order with the SH Administrator against residents who do not comply with the regulations and other order messages,
* issue opinions on the list of visitors presented by the organizers of events at the Student's House,
* organizing cultural and social events in the SH,
* entry with the SH Administrator in the absence of residents to the room in the event of sudden breakdowns and threats to health and life.

1. STUDENT’S HOUSE ADMINISTRATOR

§ 9

1. The SH Administrator is an employee of the Department of Organization of Studies and reports directly to the Head of this Department.
2. The SH Administrator is the direct superior of the remaining employees of the Student’s House, to whom he assigns tasks and is responsible for them.
3. The SH Administrator is required to:

* take care of the economic use of accommodation in the SH during the academic year,
* look after payments and provide information to residents and the Council of Residents,
* take care of the cleanliness of common parts, make periodic disinsections and deratization,
* announce the dates of applying for a place in the SH,
* accept applications, participate and administer the Commission granting places in the SH, provide information on granting or not, a place to applicants,
* quarters and dislodge of residents, giving the dates of both activities,
* equip the common rooms with the regulations for the use of these rooms and manuals for the use of mechanical devices located in these rooms,
* agree on a budget, renovation and purchase plan with the University units,
* collect, prepare and transmit statistical information for reporting purposes, including to the POLon system,
* prepare, update and take care of technical and sanitary documentation of the Student's House and show it at the request of services appointed to control them,
* take care to update information on the University's website,
* keep visitors records, breakdowns and records of fixed assets and other funds entrusted by the University.

1. The SH Administrator is authorized to conclude and terminate contracts for use of the place in the Student’s House, based on the Rector's authorization.
2. The SH Administrator or a person authorized by him has the right, with a representative of the Council of Residents, to enter the room of the resident in his absence. Each entry is logged.
3. The SH Administrator has the right to:

* use of warnings, reminders and sanctions in relation to persons who break the provisions of these Regulations,
* make an identification of a person staying in the SH area,
* refuse admission to the SH area for drunk persons under the influence of narcotic drugs and removed due to violations of the rules and regulations,
* issue safety order to residents,
* take actions in relation to people disruptive to other residents, including the termination of the contract for the use of a place in a Student’s House and referring the case to disciplinary proceedings in accordance with § 7 section 2.

1. The University and the SH Administrator shall not be liable for the private property of residents, unless the destruction, damage or disappearance of things was caused by the actions of the Students' House staff or people performing work for it on a different basis than the employment relationship.
2. VISITORS INVITED BY RESIDENTS AND BY THE UNIVERSITY

§10

1. Persons passing to the Student's House are required to register in the visitors’ register at the gatehouse by entering the name and surname, series and ID card number or passport, place of residence, giving the purpose of the visit, room number and presenting the identity card or passport to the porter.
2. Personal data of visitors are stored by the E. Geppert Academy of Art and Design in Wrocław, in accordance with superior regulations, without making them available to third parties.
3. Residents’ visitors have the right to reside in the SH area from 7.00 to 23.00. Each extension of the visit requires a written consent of the SH Administrator, or in his absence, of a member of the Council of Residents. The written consent is kept at the porter's gatehouse.
4. Residents’ and the University visitors may use accommodation during summer time on the terms set out by the Rector after consulting the Council of Residents and the Senate of the E. Geppert Academy of Art and Design in Wrocław.
5. The number of available beds and the price offer, based on economic principles, are provided by the SH Administrator.
6. RULES FOR USING THE STUDENT HOUSE IN THE SUMMER PERIOD

§ 11

1. Students and participants of doctoral studies at the E. Geppert Academy of Art and Design in Wrocław has the right to make a declaration of the use of accommodation, during the holiday season. The deadline for submitting the declaration and the number of available places is defined by the SH Administrator.
2. Persons living in the SH during the academic year and declaring an extension of their stay in the summer period, live on the current conditions provided that all payments are settled.
3. Other students and participants of doctoral studies may use accommodation on the terms specified in § 10 para. 4.
4. People that want to take advantage of accommodation at the Student’s House of the E. Geppert Academy of Art and Design in Wrocław are obliged to submit an online booking to the following address: [akademik@asp.wroc.pl](mailto:akademik@asp.wroc.pl) and pay the accommodation fee to the University's account indicated in the return e-mail by the SH administration, in the amount determined by the Rector under § 10 section 4.
5. COMMON ROOMS

§ 12

1. The SH residents have, at their disposal, a common kitchen with equipment, located one on each floor except for floor no. 6, painting studios, toilets, laundry, drying room and common room.
2. Access to the kitchen is free.
3. Access to the common room, laundry room and drying room is done by collecting the key at the gatehouse after signing in the register on the basis of the resident's card.
4. Residents are obliged to keep order and cleanliness in common rooms.
5. Do not leave food, dirty dishes and pots in the kitchen. The SH Administrator, in the event of the residents failing to comply with this obligation, is obliged to carry out the inspection and ordering the independent cleaning up of the room by the residents of a given floor. The refusal to execute the order is tantamount to giving the resident a procedural fine pursuant to § 7 para. 2.
6. FINAL PROVISIONS

§ 13

1. The provisions of the Regulations apply to all Residents and Visitors of the SH.
2. In matters not covered by these Regulations, the provisions of the Civil Code shall apply.