

RULES OF THE STUDENT'S HOUSE – DORMITORY OF THE ACADEMY OF MUSIC IN KRAKOW

§ 1

General Provisions

1. The Rules of the Student House of the Music Academy in Krakow (hereinafter referred to as the Rules) provide the rules governing the allocation of the premises and the rules pertaining to the checking in and checking out, residents' rights and obligations, and order regulations.
2. The Student House of the Academy of Music in Krakow at 3 Przemyska Street (hereinafter referred to as SH) is the place of residence, education and recreation for its residents.
3. The SH is owned by the Academy of Music in Krakow and is the subject of special protection and care of the residents and employees, taking the form of the care to keep it in proper condition and order.
4. The SH administration and the SH Residents' Council cooperate in carrying out the tasks entrusted to them, guided by the principle of mutual respect of the rights and obligations and the responsibility.

§ 2

Rules of Allocation of the Premises at the SH

1. Priority in granting premises in SH is granted to a student of the Music Academy in Krakow, whose daily commuting to the university would prevent or significantly hinder his or her studying, and whose financial situation is difficult.
2. If there are vacancies available, other people may be accommodated, in the following order of priority: 1) participants of full-time doctoral studies at the Academy of Music in Krakow, 2) members of the immediate family of a student or doctoral student (husband, wife, child), 3) students or trainees from abroad, studying for a fee.
3. Premises in the SH are awarded by a commission appointed by the Rector, on the basis of the submitted applications. The Commission includes: the Vice-rector for student affairs, the head of the teaching department, the manager of the SH, the chairman of the SH residents' council, a representative of the student self-government.

4. When granting premises, the Commission shall use the following criteria:
1) documented average gross income per person in the family, 2) financial hardship - described and documented, 3) place of residence (distance from the university).
5. The accommodation in the SH is granted for a period of 9 months, i.e. from October 1 to June 30 of a given year. During the holidays, in exceptional cases, the period may be extended by written consent of the Vice-Rector in charge of the student affairs. The fee will be charged in accordance with the pertinent regulation.
6. Applications for accommodation in the SH are submitted to the teaching department on or before the date announced to the public on the website of the Academy of Music in Krakow. The specimen of an application form for accommodation in the student's house is attached as Appendix 1 to the present Rules.

§ 3

Rules of Payment

1. The rent for the accommodation in the SH shall be determined annually by a separate Rector's order regarding the fees and charges in force in the SH, and consists of:
 - 1) monthly fixed fee for the accommodation in the SH - calculated for each month in advance,
 - 2) variable charge for the consumption of the Municipal services - according to meter readings - calculated for each month in arrears.
2. The premises at the SH can be additionally equipped with a piano. The fee for the use of the piano is determined annually by the rector in a separate ordinance concerning the fees applicable in the SH.
3. A resident pays the rent in the amount and according to the schedule as specified in the SH accommodation contract. A template of such contract is attached as Appendix 2 to these Rules.
4. The Resident must pay a mandatory deposit prior to checking in. The deposit is refundable upon check-out, within 14 days.
5. A delay in payment of up to one month results in the resident losing his/her right to the accommodation in the SH. In such case, the deposit shall be used to cover a part of the overdue fees and the outstanding balance along with the accrued legal interest shall be subject to enforcement before court.

§ 4

Rules of Accommodation

1. Accommodation is carried out by the SH administration on the basis of a list of individuals approved by the Vice-Rector in charge of the student affairs, and provided by the teaching department.
2. The accommodation in SH begins on September 28 and ends on October 3. The residents who fail to check in during that period, shall lose their accommodation in the SH.
3. The place in a room is allocated by the SH administration. The exchange of places can only occur with the consent of the SH manager.
4. On the check-in day, the Resident:
 - 1) reports at the site with an identity card (identity card or passport),
 - 2) submits a proof of payment of the deposit to the account of the Academy of Music in Krakow,
 - 3) signs the accommodation contract.

§ 5

Material Liability

1. Upon accommodation, the student or other entitled individual becomes a full-fledged Resident and bears full liability, including material liability, for the furnishings of the room and other spaces entrusted to him in the SH.
2. The resident shall be financially liable for the following acts:
 - 1) cleaning service ordered and performed as a result of the resident's failure to maintain cleanliness and order in the premises, bathroom and kitchenette,
 - 2) causing damage to the equipment and fixed elements of the room furnishings,
 - 3) causing damage to or destroying the equipment belonging to the Academy,
 - 4) losing or damaging the room key received from the administration,
 - 5) using the fire protection installation without good reason.
3. In the case damages are caused in public areas and the administrators are unable to determine the persons responsible for them, the repair costs will be allocated to all SH residents, in pro rata.
4. Any liabilities on account of the damages caused, not settled on due date, will be deducted from the deposit amount.

5. In case of vandalism, the amount due for payment for damage may be increased by 100%. The decision in this matter is made by the SH manager after consulting the residents' council.

6. In the event of a refusal to voluntarily cover the costs of the damage caused, the provisions of the Civil Code shall apply

§ 6

Check-out Rules

1. The accommodation contract is concluded for a given academic year, i.e. from October 1 until June 30.

2. The parties may terminate the accommodation contract before the expiry of the period for which the contract was concluded, subject to a period of notice of one month, with the effect at the end of the month. The termination must be made in writing.

3. A resident is obliged to notify the SH manager of his/her intention to check-out at least 14 days before the planned date of leaving the SH.

4. The resident shall prepare the premises for reception by the committee at the latest one day before leaving it. A specific deadline shall be agreed with the SH administration.

5. The resident is obliged to return to the warehouse the equipment to be returned and the bedding.

§ 7

Council of the Residents

1. Students of the Academy of Music in Krakow living in the SH choose from among themselves, in the manner specified in § 8, the residents' council (hereinafter referred to as the RC), consisting of three members.

2. The task of RC is to represent all the SH residents and cooperate with the SH manager.

3. The RC is composed of the chairman and two deputies. The chairman and deputies are elected by all the residents, by a simple majority in a secret ballot. The electoral meeting which takes place in the first month of the academic year, is convened by the RC of the previous term. In the absence of the RC members, such meeting shall be convened by the Vice-rector in charge of the student affairs.

4. The term of office of the Residents Council shall be one academic year.

5. The RC competences include:
 - 1) taking actions intended to maintain order in the SH,
 - 2) checking cleanliness in rooms - in special situations (together with the SH manager),
 - 3) requesting renovations and addressing issues pertaining to the equipment and furnishings in the SH,
 - 4) right to provide opinions on the decisions regarding SH matters,
 - 5) participation in the settlement of the social and living issues of the residents.
6. The Council of Residents has the right to object to the decisions of the SH administration to the extent such decision regards the SH residents. The officer in charge of appeals shall be the deputy rector in charge of the student affairs, and then the rector.
7. At the end of the academic year the President of the Residents Council presents the Chancellor of the Academy with the assessment of the work of the SH manager and administration.
8. The Chairperson of the Residents Council participates in an advisory capacity in the meetings of the University Council of the Students of the Academy of Music in Krakow.

§ 8

Elections of the Council of Residents

1. Notification of the date of the election meeting shall be placed on the SH advertisement board, seven days before the election.
2. The participants of the electoral meeting (residents of the SH), appoint an electoral commission consisting of a chairman, a deputy and a secretary, in an open vote, by simple majority of votes.
3. The candidatures for the RM and electoral commission may be proposed by every participant of the election meeting. A candidate for a position in the Council of Residents can not sit on the electoral commission.
4. The participants of the meeting, elect a RM of three in a secret ballot, from among not less than four candidates proposed.

§ 9

Rights and Duties of the Residents

1. The Residents have the right to:

- 1) participate in the election to the RC,
- 2) use the common rooms and facilities, i.e. laundry, sanitary facilities, exercise rooms,
- 3) receive guests in the SH during the visiting hours.

2. The Residents are obliged to:

- 1) comply with the provisions of these Rules,
- 2) pay all the fees on time,
- 3) comply with the instructions of the SH administration,
- 4) comply with the fire and health and safety regulations,
- 5) prevent wastage in the use of electricity and water,
- 6) take care of the entrusted property,
- 7) maintain cleanliness and order in the rooms and adjacent bathrooms and kitchenettes,
- 8) take care of the order in common areas,
- 9) leave keys at the reception,
- 10) without undue delay, notify the SH manager about any defects in the rooms and facilities.

3. In the case of a resident is found guilty of violation of any of the provisions of these Rules, the resident shall be held liable and shall report to:

- 1) the SH manager and the and RC,
- 2) vice-rector for student affairs.

4. Pertinent requests in these matters may be addressed by the SH manager and by the RC.

§ 10

Order Regulations

1. Night silence shall be maintained in the SH from 10.00 p.m. to 6.00 a.m. .

2. Playing an instrument in the premises between 6.00 a.m. and 10.00 p.m. requires the consent of the fellow-resident (day's silence).

3. In the SH it is prohibited to:

- 1) play instruments and organize loud social gatherings in rooms and corridors after 10.00 p.m.
 - 2) use sound equipment in such a way that makes it difficult for other residents to study and rest,
 - 3) modify in any way the decoration and furnishings of the premises, including: sticking posters, putting nails in the walls, etc.
 - 4) set up any installations without permission,
 - 5) store food items on window sills,
 - 6) throw any objects from the windows,
 - 7) place advertisements, inscriptions, etc., outside the spaces or spots intended for that purpose,
 - 8) conduct business and acquisition activities,
 - 9) consume alcoholic beverages, use drugs,
 - 10) smoke tobacco products,
 - 11) keep pets,
 - 12) allow illegal residents to stay at the premises,
 - 13) make the premises obtained available to other people.
4. In justified cases, the SH manager or the authorized employees (minimum 2 persons), in agreement with the chairman of the RC, have the right to enter the premises in the absence of the residents.
 5. The rules of governing the access of the technical staff in the premises - in connection with the performance of their official duties – are determined by the head of the SH.
 6. The SH administration has the right to carry out periodic room inspections.
 7. The SH administration is responsible for the official inspection and approval of the student premises at the check-out.

§ 11

Visiting Rules

1. SH residents may receive visitors from 6.00 a.m. to 24.00 p.m..
2. A SH resident receiving a guest shall bear full responsibility for such person. This applies to both the premises where the guest is received and to all the common areas and facilities in the SH.
3. The visitor is required to specify the number of the room where he/she goes and present an ID.

4. The visitor may extend their visit beyond 24.00 p.m.. Such extended visit shall be subject to reporting this fact to the reception desk, receiving the consent of the fellow resident, paying the fee due for overnight accommodation, presenting the guest's proof of identity.
5. It is forbidden to lend accommodation without completing the formalities first, under penalty of losing the right to the premises.
6. The exact amount of the fee for an ad hoc accommodation shall be determined annually by the rector, in a separate regulation.

§ 12

Losing the Right to the Accommodation at the SH

1. A resident loses his right to have accommodation in the SH if:
 - 1) he/she has been removed from the students' list,
 - 2) he/she failed to pay the fees on time,
 - 3) he/she violated in any other way the rules of residence and the present Rules.
2. A resident who has lost his/her right to the accommodation is obliged to leave the SH within the 3 days following the date of the pertinent decision.
3. The accommodation contract is terminated with immediate effect on the day when the resident's right to the accommodation is lost, in the cases referred to in par. 1 above.