

**REGULATIONS OF THE SEAMAN'S HOME STUDENT DORMITORY  
OF THE MARITIME UNIVERSITY OF SZCZECIN**

Chapter I.

GENERAL PROVISIONS.

- § 1. **Subject matter and scope of the Regulations**
- § 2. **Definitions**
- § 3. **The organisational arrangements**
- § 4. **The Resident Council**
- § 5. **Decision-making procedure as regards MUS students**
- § 6. **Decision-making procedure as regards graduates, students from other institutions and natural persons**

Chapter II.

ACCOMMODATION

- § 7. **Principles of accommodating residents**
- § 8. **Principles of providing accommodation to guests**

Chapter III.

FEES, SETTLEMENTS, COMPENSATIONS

- § 9. **Payment regulations**
- § 10. **Financial settlements**
- § 11. **Financial responsibility**

Chapter IV.

ORDER REGULATIONS

- § 12. **Catalogue of prohibitions**
- § 13. **Catalogue of rights**
- § 14. **Catalogue of obligations**
- § 15. **Regulatory penalties**

Chapter V.

POWERS AND RESPONSIBILITIES OF THE ADMINISTRATION

- § 16. **Catalogue of powers and responsibilities**

Chapter VI.

TERMINATION OF ACCOMMODATION

- § 17. **Loss of the right to stay in the SHSD**
- § 18. **Moving out**
- § 19. **Dealing with the property of persons without the right to stay in the SHSD**

Chapter VII.

FINAL PROVISIONS

- § 20. **Management of unused places in the SHSD**

**REGULATIONS  
OF THE SEAMAN'S HOME STUDENT DORMITORY  
OF THE MARITIME UNIVERSITY OF SZCZECIN**

Chapter I.  
GENERAL PROVISIONS

**§ 1.**

**Subject matter and scope of the Regulations.**

1. These Regulations govern the principles of staying in the SHSD.
2. These Regulations are supplemented with:
  - 1) The principles and the procedure of allocating residential accommodation in the Seaman's Home Student Dormitory to students of the Maritime University of Szczecin and other persons,
  - 2) The principles and the procedure of allocating residential accommodation in the Seaman's Home Student Dormitory to applicants admitted to the first year of studies at the Maritime University of Szczecin,
  - 3) The regulations of the SHSD Resident Council,
  - 4) The regulations of using the deposit boxes in the dormitories of the Maritime University of Szczecin,
  - 5) The regulations of using the spaces intended for common use in the dormitories of the Maritime University of Szczecin,
  - 6) The regulations of using the bicycle storage room in in the dormitories of the Maritime University of Szczecin,
  - 7) The regulations of the Teacher Assistants' Hotel of the Maritime University of Szczecin.
  - 8) The regulations of using guest rooms.
3. The SHSD shall be the place of temporary residence for MUS students who have obtained the right to stay therein. Upon consent of the HUC – in the case of any available places – graduates, third party students and other persons from outside the University (natural persons) may be accommodated in the SHSD.

**§ 2.**

**Definitions.**

The terms used in these regulations shall be understood as follows:

- 1) **the Regulations** – Regulations of the Seaman's Home Student Dormitory of the Maritime University of Szczecin,
- 2) **the University** – the Maritime University of Szczecin (**MUS**),
- 3) **the Rector** – the Rector of the University,
- 4) **the Vice-Rector** – the Vice-Rector for Education of the University,
- 5) **the Chancellor** – the Chancellor of the University,
- 6) **HUC** – Head of University Campus,
- 7) **CA** – Campus Administration staff,
- 8) **receptionist** – a staff member working at the reception of an SHSD,
- 9) **SHSD** – the Seaman's Home Student Dormitory,
- 10) **the Administrator** – the SHSD Manager,
- 11) **the Administration** – the SHSD administrative staff,
- 12) **Parliament of the Student Self Government** or **PSSG** – decision-making body of the student self government and in the case of doctoral students – decision-making body of the Doctoral Students Self Government,
- 13) **HC** – the Housing Committee of PSSG and, in the case of doctoral students' issues decision-making body of the Doctoral Students Self Government,
- 14) **RC** – the Resident Council of the Dormitory,
- 15) **MUS Student** – a student of the first, second or third cycle studies,

- 15a) **MUS Doctoral student** – a student of MUS doctoral school
- 16) **graduate** – a MUS graduate,
- 17) **third party student** – a resident being a student or a pupil of an institution other than the University,
- 18) **natural person** - a resident who is neither a MUS student, a MUS graduate nor a third-party student
- 19) **resident** – a person who was allocated residential accommodation in the SHSD,
- 20) **visitor, guest** – a person visiting a resident.

### **§ 3.**

#### **The organizational arrangements.**

- 1. The Seaman's Home Dormitories of the Maritime University are located in Szczecin:
  - 1) SHSD "Korab" – at ul. Starzyńskiego 8,
  - 2) SHSD "Pasał" – at ul. Starzyńskiego 9.
- 2. The disposer of the places in the SHSD is the CA.
- 3. The administrator of the SHSD - on behalf of the Chancellor - is the SHSD Manager.
- 4. The activity of the SHSD within the scope of administrative and economic issues is supervised by the Chancellor acting through the CA.
- 5. The upbringing of MUS students residing in the SHSD is supervised by the Vice-Rector supported by deans and supervisors of individual students' groups as well as the CA. The members of the PSSG participate in the upbringing activities.
- 6. Any disputes between SHSD residents shall be settled by the Administrator or HUC upon consultation with the residents and the RC or HC.

### **§ 4.**

#### **The Resident Council.**

- 1. The RC operating in the SHSD shall consist of minimum 3 persons.
- 2. Members of the RC for each academic year are elected by the HC from among the residents of the SHSD in a meeting organised by the HC by the 31<sup>st</sup> October of a given calendar year.
- 3. The Housing Committee is obliged to notify the Vice-Rector and the Head of University Campus about the composition of the RC within 7 days of the date of election of the RC members.
- 4. The RC represents the interests of the persons accommodated in the SHSD, cooperates with the HC, the Administration, the HUC and the University authorities in all matters concerning the residents as well as plays an important part in shaping proper relations and atmosphere in the SHSD.
- 5. The RC may organise get-togethers for the residents of the SHSD upon consent of the Administrator as well as take care of the residents' community cohesion. It may also put forward applications and projects as regards improvement of the living conditions, facilitation of cooperation with the Administration, etc.
- 6. All residents of the SHSD are obliged to cooperate with the RC.

### **§ 5.**

#### **Decision-making procedure as regards MUS students.**

- 1. The HUC shall be empowered to enter into lease agreements with MUS students and may transfer this power to the Administrator.
- 2. All and any decisions concerning the SHSD residents shall be made pursuant to the Regulations by the HUC at the Administrator's request.
- 3. The appeal authority against the decisions made pursuant to these Regulations by the HUC shall be the Vice-Rector.

4. The decision shall not be enforced prior to the lapse of the time limit for filing an appeal. The enforcement of the decision shall be suspended by filing of an appeal within the time limit. The decision shall be enforced prior to the lapse of the time limit for filing an appeal if it is consistent with demands of all parties.
5. The principles of filing and examination of appeals against the HUC decisions:
  - 1) an appeal to the Vice-Rector shall be filed through the HUC within 7 calendar days of the date of serving a resident with the decision; any appeals filed after this time limit shall not be examined;
  - 2) the HUC shall forthwith request for an opinion of the HC providing it with all the documents concerning the case;
  - 3) in the event the HC believes that the appeal is justified, it may, within 7 days of the HUC's request for an opinion, notify them in writing of any justified reservations;
  - 4) having examined the position of the HC, as well as in the event of no such position within the time limit, the HUC shall examine the appeal and
    - a) revoke the contested decision as a whole if he/she finds that the appeal deserves to be allowed; the decision of the HUC on repealing of the prior decision ends the proceedings in the case;
    - b) deliver an opinion on the appeal and forward it together with the case files, including the position of the HC, to the Vice-Rector if he/she finds that the appeal does not deserve to be allowed;
  - 5) the HUC performs the activities specified under section 4 within 7 calendar days of receiving the position of the HC or of the date when the time limit lapses for HC to delivering their position;
  - 6) the Vice-Rector shall examine the appeal forthwith; the Vice-Rector's decision shall be final.

#### **§ 6.**

##### **Decision-making procedure as regards graduates, third party students and natural persons.**

1. All and any decisions concerning the lease relationship of graduates, students from other institutions and individuals shall be taken pursuant to the Code of Civil Proceedings by the Administrator. The HUC shall examine any appeals against such decisions.
2. The HUC shall be empowered to enter into lease agreements with the persons mentioned under section 1 and to terminate them. The HUC may transfer this power, as a whole or partially, to the Administrator.

## Chapter II. ACCOMMODATION.

#### **§ 7.**

##### **Principles of accommodating residents.**

1. The status of a resident shall be obtained upon signing of the agreement and receipt of the resident card.
2. The Administration accommodates the SHSD residents for an academic year or a temporary period as well as re-accommodates them based on a reservation of a place made by the CA.
3. In the event of accommodation for a new academic year, a MUS student is obliged to move in on the date specified by the CA, however not later than on the date when classes commence pursuant to the organization of an academic year. Failure to move in on the above mentioned date shall be treated as resignation from the allocated residential accommodation. In the event when a MUS student cannot move in on the above mentioned date, he/she is obliged to notify the Administrator about this fact prior to the date in order to obtain consent for accommodation on a later date. Accommodation of a MUS student on a later date shall not release the student from the obligation to pay for the period starting

on the date when classes commence pursuant to the organization of an academic year. Upon the HUC's consent, a MUS student may also be accommodated earlier, i.e. before the date mentioned above.

4. In the event of accommodation of a MUS student during the academic year, i.e. for a period shorter than an academic year, accommodation of a graduate, a student from another institution, an individual or re-accommodation – a person who has made a reservation of a place is obliged to move in within 3 working days counting from the date of reservation. Otherwise, the reservation shall be cancelled.
- 4a. Accommodation shall be possible only within the working hours of the Administration.
5. A person reporting at the Administration in order to be accommodated is obliged to:
  - 1) on the date of accommodation:
    - a) present documents for registration purposes,
    - b) **become acquainted with the contents of these Regulations**,
    - c) sign 2 copies of an agreement as in templates enclosed in appendix No. 1 or appendix No. 2 to the Regulations respectively,
    - d) confirm the receipt of a room and keys with his/her signature,
  - 2) within 7 days of being accommodated, report in writing all the defects noticed in the room and missing elements of the equipment as compared to the Inventory List as well as any defects in the equipment of the hall and the bathroom.
6. The Administrator shall provide each resident of the SHSD with 1 set of keys to the occupied room (the entrance and the room) as well as a resident card as per template provided in appendix No. 3 to the Regulations. An additional set of keys is - for security reasons - kept at the reception in a key cabinet and may be used while a resident is absent for opening rooms in the presence of a commission in situations that require such opening. The fact shall be recorded in a report book.

## § 8.

### Principles of providing accommodation to guests.

1. Upon the Administrator's consent, it is possible for persons visiting a resident from outside Szczecin to be granted paid overnight accommodation subject to the following:
  - 1) availability of a free place in the SHSD,
  - 2) a written consent for an overnight stay from all residents in a room where there is a free place.
2. A resident requesting for an overnight stay mentioned under section 1 is obliged to file a filled in application for a consent to accommodate a visitor pursuant to the template constituting appendix No. 4 to the Regulations. Signatures of the persons indicated in the application shall be affixed at the Administration. In justified cases, it is permissible for the persons indicated in the application to grant telephone consent for accommodation of a visitor.
3. For provision of accommodation to incoming persons from outside Szczecin, a fee shall be charged for each commenced day of staying pursuant to the applicable price list.
4. Having obtained the Administrator's consent, the resident mentioned under section 2:
  - 1) is obliged to pay the fee for accommodation of the person from outside Szczecin at the cash register of the Administration,
  - 2) is allowed to take a set of linens from the Linen Storage, which shall be returned on the day following the period of accommodation,
  - 3) is obliged to ensure that a resident card issued for the guest is returned once his/her stay in the SHSD is finished.
5. The person from outside Szczecin, mentioned hereinabove, is obliged to:
  - 1) collect a resident card at the Administration or reception,
  - 2) comply with the registration procedure.
6. The Administration shall be responsible for collecting of the fees mentioned under sections 3 and 4.

**§ 9.**

**Payment regulations.**

1. The price list for accommodation in the SHSD shall be determined by the Vice-Rector at the HUC's request, in agreement with the PSSG. In the event of no such agreement, the decision shall be made by the Rector.
2. The amount, the principles and the applicable terms of making payments shall be specified in the agreement (appendices No. 1 and 2).
3. In the event of any overdue payments, statutory interest for delay shall be charged.
4. In the event of any stays in the SHSD without an agreement, a fee shall be charged at the rates for an overnight stay in guest rooms. The person obliged to pay for the stay without an agreement shall be the one who has stayed overnight in the SHSD.

**§ 10.**

**Financial settlements.**

1. All and any payments made by residents shall be included in the rent, compensations and interests for delay in the same order as the liabilities have arisen, regardless of the type of liability and the title of payment provided by a resident.
2. Overpayments shall be returned upon a written request of a resident filed with the HUC not later than 14 days upon moving out.

**§ 11.**

**Financial responsibility.**

1. Residents of residential units shall be held financially responsible for the property and the equipment in rooms and bathroom/toilet areas.
2. Residents of the SHSD shall be held responsible for all and any damages caused to other residents, their guests, the SHSD staff and the University as well as for any damages caused within the area of the SHSD.
3. A resident who has invited any visitors shall be responsible for material losses caused by them as well as for their behaviour.
4. The following persons shall be charged equally with the costs of damaged or missing items in any shared area, in the event when the culprit cannot be identified:
  - 1) residents of a room - if the damage is to items and furnishings in the room,
  - 2) residents of rooms A and B - if the damage is to items and furnishings in the hall adjacent to these rooms,
  - 3) residents of a residential unit - if the damage is to items and furnishings in the bathroom/toilet area,
  - 4) residents of a floor - if the damage is to the corridor, a kitchen, room and elevator doors on the side of the corridor,
  - 5) residents of the dormitory - if the damage is to staircases, staircase doors or elevator interiors.
5. The value of damages shall be assessed according to the applicable price list approved by the Chancellor or based on a photocopy of an invoice for a repair order or purchase of damaged property by the University.
6. In the event when any damages are proven to be caused to the persons mentioned under section 2 within the area of the SHSD, sole responsibility shall be on the culprit.
7. The University shall not be held liable for any private property of residents.

8. Article 5 shall not apply to decisions on the matters covered in this Article. Decisions in these matters are made by the HUC who announces them through posting information on the amount to be paid, the deadline for payment and persons charged with the payment under section 4. An appeal against the decisions of the HUC may be filed by the Student to the Vice-Rector through the HUC.

Chapter IV.  
ORDER REGULATIONS

**§ 12.**  
**Catalogue of prohibitions.**

Within the area of SHSD it shall be prohibited to:

- 1) violate the quiet hours **from 22<sup>00</sup> to 6<sup>00</sup>**,
- 2) **for persons who are not of legal age - stay outside the SHSD between 22<sup>00</sup> to 6<sup>00</sup> without a custodian of full legal age,**
- 3) use any violence or threaten to use violence against any persons staying in the SHSD,
- 4) bring, possess, use and deal with alcohol and drugs, etc.,
- 5) smoke tobacco and tobacco products,
- 6) use the room for any purposes other than residential ones, including for conducting of any business activity,
- 7) gamble,
- 8) climb window sills, cornices and roofs of buildings,
- 9) throw food and other objects out of windows,
- 10) store any object on the external window sills,
- 11) bring and have animals,
- 12) destroy or seize any property of the University or any persons living or staying in the SHSD,
- 13) exchange rooms alone without the Administrator's permission,
- 14) sublet or cede the allocated room to any third parties,
- 15) provide any unauthorised persons with overnight accommodation without the Administrator's consent,
- 16) introduce any modernizations in a room, changes in the equipment thereof and of the spaces of common use without the Administrator's consent, including but not limited to:
  - a) any alterations and repairs of electrical and water installations,
  - b) fixing any TV aerials,
  - c) exchange or fixing of any additional locks in doors and copying of keys,
- 17) violate the fire protection and order regulations, including e.g.:
  - a) possessing and using immersion heaters, portable cookers and electric heaters in rooms,
  - b) sticking anything on fire sensors, covering or blocking them,
  - c) possessing or using any of the following in rooms and spaces of common use: flammable and dangerous materials and objects, including but not limited to: fire arms, cold steel and gas weapons, air-soft guns, all types of BB guns, tasers, batons, axes, replica weapons and other dangerous objects of this type as well as objects burdensome for other residents (baby carriages, bicycles, etc., which shall be kept in locations indicated by the Administration),
  - d) leaving any objects in walking routes, including but not limited to evacuation routes,
  - e) removing, defacing or covering of any evacuation signs,
  - f) unjustified use of fire protection equipment,
  - g) bringing and using any TV and household equipment without the Administrator's knowledge.
- 18) forge, alter, copy a resident's card or use a resident's card that is not one's own.

**§ 13.**  
**Catalogue of rights.**

A resident of the SHSD shall have the right to:

- 1) use the room that he/she has been allocated as well as all the other rooms and devices intended for common use pursuant to the principles specified in these Regulations,
- 2) introduce changes in the equipment and interior decoration of the room provided that this does not result in any damage to the building structure or any fire hazard,
- 3) receive, upon consent of his/her co-residents, visitors:
  - a) having no right to stay in the SHSD - within the visiting hours, i.e. from 7<sup>00</sup> to 24<sup>00</sup> and in a manner not violating any principles of community life, provided that the visitor leaves an identity document (e.g. a student card, a driving licence) at the reception during the visit or shows an identity card or a passport as well as provides a receptionist with the room number where he/she will stay,
  - b) having the right to stay in another SHSD - 24 hours a day, provided that the visitor leaves an identity document (e.g. a student card, a driving licence) at the reception during the visit or shows an identity card or a passport as well as provides a receptionist with the room number, the name and surname of the resident whom they shall visit. In the event of any visit from 24<sup>00</sup> to 6<sup>00</sup>, the inviting person is obliged to inform the reception about the fact of a visitor staying in the SHSD and specify the purpose of the visit,
- 4) active and passive participation in elections to the RC,
- 5) co-participation in decision making in all matters concerning life in the SHSD through the RC,
- 6) submit applications and projects to the Administrator concerning organization of residents' life, work of the Administration, the technical services, etc.,
- 7) enter and leave the SHSD at any time if he/she is of full legal age,
- 8) organise meetings for friends in a manner not violating any standards of residents' community life, upon consent of the Administrator,
- 9) change linens every 3 weeks on the dates specified by the Administrator,
- 10) demand that the Administrator should fulfil all his/her duties.

**§ 14.**  
**Catalogue of obligations.**

A resident of the SHSD shall be obliged to:

- 1) get acquainted with the content of these Regulations and comply with their provisions,
- 2) comply with all the Administrator's decisions determined by the law,
- 3) cooperate with the Administrator, the HUC and the RC in all matters concerning the functioning of the SHSD,
- 4) respect all the prohibitions included in the Regulations,
- 5) make timely payments,
- 6) present the receptionist as well as the Administration and the CA employees, upon request, with the resident card,
- 7) keep the room, the bathroom/toilet areas and all shared use areas clean and tidy,
- 8) enable the Administrator to perform their duties and exercise the rights,
- 9) take care of the entrusted property of the University,
- 10) comply with the principles of community life,
- 11) **strictly comply with the announcements made with the use of a sound system for emergency notification (announcements made through loudspeakers).**
- 12) help the co-residents of the SHSD in situations of direct risk of life loss or a serious injury if this help may be provided without risking his/her own or any other person's loss of life or a serious injury,
- 13) inform the Administration or a receptionist:



- a) about any damages and fortuitous events immediately upon noticing them, including but not limited to: failures of water and sewage facilities, fire, acts of vandalism, an resident's accident or illness,
  - b) about any cases of breaching the provisions of the Regulations by any residents or visitors,
  - c) about any unjustified absence of a co-resident,
  - d) about any defects, once they are noticed, by making an entry in the defect book at the reception,
  - e) about any conflict situations within the area of the SHSD,
- 14) help the residents in the event of any failures, natural disasters, etc.,
- 15) secure his/her private property on his/her own.

## § 15.

### Regulatory penalties.

1. Should the Administrator, a receptionist, a member of the Student Self-government or the RC find a resident to be in breach of provisions of these Regulations or any other regulations applicable in the SHSD, the following regulatory penalties may be applied:
  - 1) an admonition,
  - 2) an obligatory basic fire prevention course of the type required before signing on a vessel, to be completed at a resident's own expense and at the time specified by the HUC,
  - 3) a temporary or indefinite deprivation of the right to be accommodated in the SHSD,
  - 4) a temporary or indefinite prohibition from entering the area of the SHSD,
  - 5) an indefinite deprivation of the right to be accommodated in the SHSD together with exclusion from applying for accommodation in the SHSD
2. Unjustified failure to comply with the penalties imposed pursuant to section 1 subsection 2 shall result in imposing of the penalty mentioned under section 1 subsection 3 upon a MUS student.
3. In the decisions of both instances, the execution of the penalty mentioned under section 1 subsection 3 may be suspended for a specified period of time not exceeding 1 year counting from the date when the decision has become final. Each violation of the provisions of these Regulations by a MUS student, stated in a final decision, during the suspension period shall result in execution of the suspended penalty. Execution of the suspended penalty shall be ruled in the decision stating violation of the provisions of the Regulations during the trial period.
4. Should the Administration notice any failure to keep the room, hall or bathroom tidy, a resident may be punished with the following statutory penalties:
  - 1) an admonition - for a failure to keep the room tidy noticed during an inspection on the date specified in the schedule,
  - 2) a warning - for a failure to keep the room tidy during the first follow-up inspection,
  - 3) deprivation of the right to be accommodated in the SHSD for a period of 5 months (the above mentioned 5-month period shall not include intervals resulting from academic year organization at the University nor practical onboard training provided for in the curriculum) - for a failure to keep the room tidy during the second follow-up inspection.
5. The basis for imposing a regulatory penalty for a failure to keep a room tidy shall be in particular: damages, floodings, dirt, untidiness, stains from liquids and food, dirty sanitary facilities, stickers on furniture, walls, doors, windows and equipment, damaged furniture and equipment as well as missing items thereof, moving furniture without the Administrator's consent, missing curtains in windows or damaged window shades, dirty pots and dishes with food remains, overfilled waste bins, waste lying on the floor or accumulated waste bags, cans and bottles from beer, alcohol and other beverage, hanging clotheslines for drying laundry, bars, keeping animals or prohibited objects. Personal property (clothes, books, etc.) left on beds shall not affect results of the inspections.

**§ 16.**

**Catalogue of powers and responsibilities.**

1. The Administration shall be obliged to:
  - 1) provide accommodation to the persons eligible to stay in the SHSD as well as complete the registration formalities,
  - 2) settle the accounts with residents as regards the property of the University and condition of their rooms, in particular after they move out of the SHSD,
  - 3) re-accommodate a resident into another room, in agreement with the HC in justified cases, including but not limited to the necessity to use the places in the dormitory in a rational manner,
  - 4) keep the spaces of common use (kitchens, corridors, staircases, etc.) clean and tidy,
  - 5) carry out sanitation actions in the SHSD rooms (such as e.g.: disinfection, extermination of rats or insects), periodic inspections and control of fire protection installation, technical condition of rooms, devices and property owned by the University as well as stocktaking of the equipment in rooms,
  - 6) carry out repairs of technical devices and installations in order to guarantee their efficient and safe operation,
  - 7) carry out repairs and remove the effects of any failures,
  - 8) provide residents with access to all spaces of common use and equip them with all necessary devices and equipment available to the Administration,
  - 9) inform the residents, at least 7 days in advance, in the form of an announcement, about the necessity to enter a student's room in situations specified under subsection 5,
  - 10) publish the control results on the notice board mentioned under subsection 5.
2. The Administration shall be the power to:
  - 1) enforce the provisions of these Regulations,
  - 2) carry out stock-taking procedures in the rooms of SHSD as regards the furnishing, including looking inside cupboards in order to read the inventory numbers inside, as well as carry out stock taking of the objects mentioned under section 1 subsection 5,
  - 3) carry out unannounced inspections in the presence of a commission as regards compliance with fire prevention regulations, including prohibitions,
  - 4) carry out tidiness inspections, in the presence of a commission, in rooms, bathroom/toilet areas and halls in students' residential units in accordance with the following principles:
    - a) the schedule of room inspections for a given calendar month shall be published by the Administration on the notice board at the latest by the last day of the month preceding the month which controls have been planned for;
    - b) each room shall be controlled once a month as regards the condition of floors, walls, window sills, doors, windows, furniture and equipment, the kitchen space and waste bins; the inspection shall not involve checking the content of drawers, fridges and cupboards;
    - c) should a room be found untidy during a scheduled inspection the Administration shall be obliged to check the room again in the following week,
  - 5) enter without prior notice the hallways and bathroom/toilet areas in the absence of the resident in order to carry out the activities listed in section 1, subsections 6 and 7, excluding scheduled renovations.
3. The commission mentioned under section 2 subsections 3 and 4 shall be composed of at least two Administration staff members or one Administration staff member accompanied by a person indicated by them; it is recommended that the additional commission member be a representative of the PSSG or the RC; in the event when a PSSG or RC member fails to appear, a member of a commission may also be a MUS student;

4. With a view to performing their duties and exercise the rights, the Administration shall be authorised to enter the rooms while its occupants are absent:
  - 1) in emergency situations to remove the causes and effects of any failure,
  - 2) in order to carry out the activities mentioned under section 1 subsection 5 if, in spite of being notified, the occupant could not be present during the activities, including looking inside furniture to read the numbers printed inside,
  - 3) in order to carry out the activities mentioned under section 2 subsection 2, subject to section 3.
5. A report shall be issued from each unannounced entrance into a resident's room.
6. Outside the working hours of the Administration and the Campus employees, a receptionist is authorised to enter a student's room alone, in justified cases. However, each such entrance during the absence of residents shall be documented with an entry in the report book.
7. The following persons and entities shall also be authorised to control the SHSD, including residential rooms: the Rector, the Vice-Rector, a Dean, a Vice-Dean and a Students' Group Supervisor, the HC and the RC.
8. To increase the security level of the SHSD residents and their property, the University shall monitor entrances to the SHSD buildings, corridors and the area around the SHSD with video cameras.

## Chapter VI.

### TERMINATION OF ACCOMMODATION

#### **§ 17.**

##### **Loss of the right to stay in the SHSD.**

1. A resident shall lose the right to stay in the SHSD in the event when the time for which he/she was allocated residential accommodation in the SHSD is over (termination of the lease agreement upon lapse of the period wherefor it has been concluded).
2. A MUS student may be deprived of the right to stay in the SHSD in the event when:
  - 1) he/she has settled the accounts with the University after completing studies,
  - 2) he/she is granted a compassionate, sickness, dean's leave (except for persons making up for curriculum differences),
  - 3) he/she has been deleted from the list of students or his/her student's rights have been suspended.
3. A resident may lose the right to stay at the SHSD (immediate termination of the lease agreement) in the event of any material breach of the provisions of these Regulations, including but not limited to a failure to fulfil the obligations specified under § 14 and breaching of the prohibitions specified under § 12.
4. The decision on depriving a MUS student of the right to be accommodated in the SHSD is made by the HUC pursuant to the procedure specified under § 5. A MUS student is obliged to move out of the SHSD within 7 days following the date of being notified about the decision of the HUC subject to the appeal procedure specified under § 5.
5. A decision on termination of a lease agreement with a graduate, a student from another institution or an individual shall be taken by the HUC pursuant to the Code of Civil Procedure. A specimen of the statement of immediate termination of the lease agreement shall constitute Appendix No. 6 to these Regulations. A graduate, a student from another institution or a natural person shall be obliged to move out of the SHSD within 3 days upon receiving the statement of immediate termination of the lease agreement. In the event of terminating the agreement, a person shall move out by the end of the period of notice.

**§ 18.**  
**Moving out.**

1. A resident is obliged to move out within the working hours of the Administration.
2. On moving out a resident shall be obliged to:
  - 1) pay all fees due to the SHSD,
  - 2) deregister at the City Hall (pertains to the residents who have not been allocated a place in the SHSD for the following academic year),
  - 3) settle the accounts with the Linen Storage,
  - 4) leave the room, hall and the bathroom/toilet area clean and tidy,
  - 5) remove any private items (including electronics and household appliances),
  - 6) obtain signatures from other room residents who will continue living there on a declaration as in Appendix No. 7 hereto in the presence of the Administrator,
  - 7) return the set of keys and the resident card.
3. In the event of any of the following are found to be missing, damaged or destroyed:
  - 1) room furnishings,
  - 2) bathroom/toilet furnishings,
  - 3) items in the resident's care,
  - 4) property owned by the SHSD,a resident shall be obliged to pay compensation for the damage caused, calculated in accordance with market prices of the damaged property or in accordance with the price list approved by the Chancellor. A resident of the SHSD has the right to replace at his/her expense a damaged property item with a new one of a similar standard upon prior approval of the Administrator.

**§ 19.**  
**Dealing with the property of persons without the right to stay in the SHSD.**

1. Any property of persons who have lost their right to stay in the SHSD and who have not completed the registration formalities properly shall be store in the SHSD.
2. In order to secure the property:
  - 1) the Administrator shall appoint a commission consisting of at least two SHSD employees,
  - 2) the commission shall enter the room of the person mentioned under section 1 and carry out stock taking of this person's property; in the case of a multi-person room, the commission shall carry out stock taking in the presence of other residents in order to exclude any mistakes as regards the ownership of the property subject to stock taking;
  - 3) the commission shall issue a report including the date of entrance into the room, a list of secured property, a brief description of the condition of secured property, surnames of the persons securing the property, surnames of any co-residents, the place of storing the property;
  - 4) the commission shall pack and mark the property in a manner enabling its quick identification and shall move it to the place of storage, which shall be a locked room indicated by the Administrator. Only the Administration shall have access to the room.
3. The commission may take a decision on destruction or throwing away of any perishable goods. The fact shall be recorded in the report.
4. The Administration shall notify, by registered mail upon confirmation of receipt, the person whose property has been secured about the fact indicating the date of collecting the property and determining the consequences of ay failure to collect it.
5. The secured property shall be stored for 3 months of the date of securing thereof (the date specified under section 2 subsection 3). After this date, the HUC shall take a decision on further manner of dealing with the property. The manner of using or destroying thereof shall be recorded in a report.

Chapter VII.  
FINAL PROVISIONS

**§ 20.**

**Management of unused places in the SHSD.**

1. With a view to proper and economical management of the University property and pursuant to the principles of public resource management specified in the Act on Public Finances, the residential rooms unused for MUS students' needs may be used for the employees' needs as a part of the Assistants' Hotel or as guest rooms.
2. The principles of operation of the Assistants' Hotel shall be regulated by separate provisions.
3. The guest rooms shall be at the disposal of the SHSD. The price list for guest rooms shall be approved by the Chancellor. The Chancellor shall also approve the Regulations for using the guest rooms.

**LEASE AGREEMENT**  
**for students of the Maritime University of Szczecin**

entered into on ..... in Szczecin by and between:  
the Maritime University of Szczecin, ul. Wały Chrobrego 1-2, hereinafter referred to as the Maritime University, represented, based on a power of attorney, by:  
Mr/Ms ..... the ..... SHSD Manager

and

Mr/Ms.....  
residing at.....  
student register number ..... PESEL number .....

hereinafter referred to as **the Student**, of the following content:

§ 1.

1. The Maritime University shall let to the Student a part of the premises indicated by the administration of: the "Korab" Seaman's Home Student Dormitory at ul. Starzyńskiego 8 or „Pasat” at ul. Starzyńskiego 9 in Szczecin, i.e.:
  - 1) a student room specified in the agreement (below signatures)
  - 2) adjacent areas i.e. hall and toilet/bathroom for shared use with other residents of the residential unithereinafter referred to as the subject of the lease, for the period of the academic year....., however not later than until the end of the summer examination session / for the period from .... to....
2. The Student agrees that in his absence the student's room and adjacent areas should be entered under the conditions specified in the Regulations of the Seaman's Home Student Dormitory of the Maritime University of Szczecin hereinafter referred to as the Regulations.

§ 2.

1. The Student shall be obliged to:
  - 1) use the object of lease in a manner compliant with the principles of social coexistence and community life,
  - 2) comply with the Regulations,
2. The Student shall not have the right to sublet a part of the object of lease or let it into free of charge use to any third parties.

§ 3.

1. The Student represents that he/she has become acquainted with the content of the Regulations and undertakes to comply with:
  - 1) the provisions of the Regulations,
  - 2) the Fire Safety Instructions,
  - 3) other order regulations of the University.
2. All the measures provided for in the Regulations shall apply to the student on the principles and in accordance with the procedure specified therein.

#### § 4.

1. The student shall pay a monthly rent fee to the Maritime University, i.e. a monthly amount approved by the Vice-Rector for Education. On the date of entering into the agreement, the amount shall be PLN ..... monthly gross (in words: ..... Polish zlotys).
2. In the event of accommodation beginning or ending on a day other than the first day of the calendar month, the fee for accommodation shall be calculated as the result of dividing the monthly fee by the number of days of the month and multiplying the result by the number of days left until the end of the month (including the date of moving in and out).
3. The University may change the lease rent and students shall be informed about this fact in a manner customarily accepted at the University, i.e. through an announcement published, one month in advance, on the notice boards in the SHSD or the Campus website. Any change of the lease rent shall not result in any necessity to change the agreement in the form of an annex.
4. The Student shall make the payment mentioned under sections 1 and 2 by the last day of each month for the current month into the account indicated by the Maritime University.
4. The date of payment shall be the date when money is credited in the bank account.
5. In the event of any overdue payments, statutory interest for delay shall be charged.

#### § 5.

1. For any material losses caused during the rent, the Student shall pay the amount calculated by the Administration based on the provisions of the Regulations as well as price list approved by the Chancellor or on the basis of an invoice into the account mentioned under § 4 section 4.
2. All and any payments made by the Student shall be included in the rent, compensations and interests for payment delays in the same order as the liabilities have arisen, regardless of the type of liability and the title of payment provided by the Student.
3. Overpayments shall be returned upon a written request of the Student filed with the HUC not later than 14 days upon moving out.

#### § 6.

1. In the event of completing studies, removal from the register of students, a compassionate leave, a dean's leave or a sickness leave or suspension in the rights of a student, the agreement shall be terminated within 14 days of issuing a certificate by the respective dean's office. The Student shall move out within the same time limit.
2. The Maritime University shall have the right to terminate the agreement with the Student with an immediate effect (pursuant to the Regulations) if:
  - 1) the Student does not comply with the provisions of the Regulations,
  - 2) the Student has been in arrears with payments for at least 1 month,
  - 3) the Student repeatedly violates the order and peace in the SHSD in any other manner,
  - 4) the Student does not obey the instructions of the SHSD administration.
3. In the situation specified under section 2, the Student shall be obliged to move out of the SHSD within 7 days of being informed about the decision of the HUC and, in the case of any appeal – the decision of the respective Vice Rector for Education.
4. The agreement shall be terminated upon lapse of the moving out period mentioned under section 3 unless the Student has moved out earlier.
5. If the agreement with the Student is terminated pursuant to the procedure specified under section 2, the University shall be entitled to the full lease rent for the last calendar month of lease.

#### § 7.

1. The Student shall have the right to terminate the agreement upon 1-month period of notice with effect at the end of a calendar month.
2. In exceptional cases, the University shall have the right to terminate the agreement upon 1-month period of notice with effect at the end of a calendar month.





**LEASE AGREEMENT**  
**for graduates, students from other institutions and natural persons**

entered into on ..... in Szczecin by and between:  
the Maritime University of Szczecin, ul. Wały Chrobrego 1-2, hereinafter referred to as **the Lessor**,  
represented, based on a power of attorney, by:  
Mr/Ms ..... the ..... SHSD Manager

and

Mr/Ms.....  
residing at.....  
PESEL number .....

hereinafter referred to as **the Lessee**, of the following content:

§ 1.

1. The Lessor shall let to the Lessee a part of the premises indicated by the administration of: the "Korab" Seaman's Home Student Dormitory at ul. Starzyńskiego 8 or „Pasat” SHSD at ul. Starzyńskiego 9 in Szczecin, i.e.:
  - 1) a student room specified in the agreement (below the signatures)
  - 2) adjacent areas i.e. hall and toilet/bathroom for shared use with other residents of the residential unithereinafter referred to as subject of the lease
2. The parties have concluded the agreement for a fixed period of time from..... to .....
3. The Lessee agrees that in their absence the student's room and adjacent areas should be entered under the conditions specified in the *Regulations of the Seaman's Home Student Dormitory of the Maritime University of Szczecin* hereinafter referred to as the Regulations

§ 2.

1. The Lessee shall be obliged to:
  - 1) use the subject of lease in a manner compliant with the principles of social coexistence and community life,
  - 2) comply with the Regulations,
2. The Lessee shall not have the right to sublet a part of the object of lease or let it into free of charge use to any third parties.

§ 3.

1. The Lessor represents that, at the moment of signing hereof, the Lessee has been presented with a hard copy of the Regulations to become acquainted with its content and has been informed that the digital version is available on the Campus website ([www.oa.pm.szczecin.pl](http://www.oa.pm.szczecin.pl)), whereas the hardcopy is available at the administration of the Seaman's Home Student Dormitory.
2. The Lessee represents that, at the moment of signing hereof, he/she has been presented with a hard copy of the Regulations, he/she has become acquainted with the content thereof, which he/she finds clear and understandable, he/she has no objections as regards its content and undertakes to comply therewith, including but not limited to:
  - 1) the provisions of the Regulations,
  - 2) the Fire Safety Instructions,
  - 3) other order regulations of the Lessor.

§ 4.

1. For the rent The Lessee shall pay monthly rent fee to the Lessor, i.e. a monthly amount approved by the Vice-Rector for Education. On the date of entering into the agreement, the amount shall be PLN ..... monthly gross (in words: ..... Polish zlotys).
2. In the event of accommodation beginning or ending in the course of a calendar month, the rent rate for accommodation shall be calculated as the monthly fee divided by the number of days of the month and the result being multiplied by the number of days left until the end of the month (including the date of moving in and out).
3. The Lessor may increase the lease rent, terminating the previous amount of the lease rent at least one month in advance, at the end of a calendar month. Any change of the lease rent shall not result in any necessity to change the agreement in the form of an annex.
4. The Lessee shall make the payments mentioned under sections 1 and 2 in advance by the first working day of each month for the current month into the bank account of the Lessor .....
5. The date of payment shall be the date when money is credited in the bank account.
6. In the event of any overdue payments, statutory interest for delay shall be charged.

§ 5.

1. For any material loses caused during the rent period, the Lessee shall pay the amount calculated by the administration based on the provisions of the Regulations into the account mentioned under § 4 section 4.
2. All and any payments made by the Lessee shall be included in the rent, compensations and interests for delay in the same order as the liabilities have arisen, regardless of the type of liability and payment reference provided by the Lessee.
3. Overpayments shall be returned upon a written request of the Lessee filed not later than 14 days after moving out.

§ 6.

1. The Lessor shall have the right to terminate the agreement with the Lessee with an immediate effect if the Lessee:
  - 1) does not abide by the provisions of the Regulations,
  - 2) has been in arrears with payments for at least 1 month,
  - 3) repeatedly violates the order and peace in the SHSD,
  - 4) does not comply with instructions of the SHSD administration.
2. The Lessee shall be obliged to move out of the SHSD within 3 days of receiving the statement of immediate termination of the lease agreement.
3. The agreement shall be terminated upon lapse of the moving out period mentioned under section 2 unless the Lessee has moved out earlier.
4. If the agreement with the Lessee is terminated pursuant to the procedure specified under section 1, the Lessor shall be entitled to the full lease rent for the last calendar month of lease.

§ 7.

1. Both parties shall have the right to terminate the agreement upon 1-month period of notice with effect at the end of a calendar month. In such event, the Lessee shall move out by the end of the period of notice.
2. The agreement may also be terminated at any time upon mutual consent of both parties. In such event, the Lessee shall move out by the date of terminating the agreement.

§ 8.

1. All and any amendments here to shall be made in writing or otherwise become null and void.
2. The provisions of the Regulations and the Civil Code shall apply in all and any matters not regulated in the agreement.



## RESIDENT CARD

### FRONT

<b>PHOTO</b>	_____
	room no.
	_____
	name:
	_____
	surname:
	_____
	valid until
<b>SHSD NAME</b>	_____
SHSD RESIDENT CARD	the SHSD Manager's signature

### BACK

_____ Official seal
<p>The card is intended only for internal use</p> <p>The card shall be presented each time to a receptionist on entering a building and if requested by the administration of the „Xxxxx” SHSD and the Campus.</p> <p>Once the card expires, it shall be returned to the Administrator</p>

.....  
(Name and surname)

Szczecin, date.....

.....  
(SHSD/ room No.)

**THE ADMINISTRATION OF  
..... SHSD  
at the same address**

I would like to request your consent to have the following person as a guest:

.....

in student's room No. ....

The requested period of stay: from ..... to .....

Signature of co-resident who declares that he/she shall not stay in the dormitory in the period from  
..... to ..... and gives his/her consent for making his/her place available to the above  
mentioned guest.

.....

Signatures of residents in the room where the guest will be staying:

1. ....

2. ....

.....

(signature of the student requesting for accommodation for a guest)

Amount paid: .....

Receipt No. ....,

.....

(administration staff member's signature)

.....  
(University seal)

Szczecin, date.....

.....

.....  
(resident)

**STATEMENT**

**of immediate termination of the lease agreement  
of the premises in the Seamen's Home Student Dormitory**

I hereby represent that I am terminating the lease agreement of ..... with an immediate effect.

The reason for termination is .....

Pursuant to *The Regulations of the Seamen's Home Student Dormitory of the Maritime University of Szczecin*, you are obliged to move out of the SHSD within 3 days from receiving this statement.

.....  
(name stamp and signature of the person representing the University)

.....  
(University seal)

Szczecin, .....

.....

.....  
(resident)

### **NOTICE OF TERMINATION**

#### **of the lease agreement of the premises in the Seamen's Home Student Dormitory**

I am hereby terminating the lease agreement of ..... upon a 1-month period of notice with effect on the last day of the calendar month.

.....  
(name stamp and signature of the person representing the University)

Szczecin, date .....

## **DECLARATION**

In connection with settlement of the accounts as regards accommodation in room No. .... in  
..... SHSD of the following co-resident:

.....  
(name) (surname)

I hereby represent that I take responsibility for:

1. technical condition of the room,
2. quantity and technical condition of the furnishings in the room,
3. tidiness in the room and the bathroom/toilet area,

Name(s) and surname(s) of the person(s) staying in the above mentioned room and signature(s):

1. ....

2. ....