

Consolidated text of the Rules of Student Dormitory Complex of the Pomeranian Medical University in Szczecin annexed to Order No. 66/2012 of the Rector of the Pomeranian Medical University in Szczecin dated 08.06.12 on the introduction of the Rules of PMU Student Dormitory Complex

RULES OF STUDENT DORMITORY COMPLEX OF THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

CHAPTER I GENERAL PROVISIONS

§1

1. These rules define the organization, functioning and the rights and obligations of persons staying and residing in the Student Dormitory Complex of the Pomeranian Medical University in Szczecin and concern:
 - 1) Dormitory No. 3 (Szczecin, ul. Dunikowskiego 2).
 - 2) Dormitory No. 4 (Szczecin, ul. Dunikowskiego 4).
 - 3) Dormitory No. 5 "ESKULAP" (Szczecin, ul. Dunikowskiego 6).

§2

1. Student houses, referred to in § 1 are part of the Student Dormitory Complex, are the property of the Pomeranian Medical University in Szczecin and form an integral part thereof in administrative, economic and financial terms.
2. Student houses serve students of the Pomeranian Medical University in Szczecin and should be subject to special protection and care of people accommodated therein, expressed in constant attention to keeping them in proper condition and order.

CHAPTER II ACCOMMODATION

§3

1. The following have the priority in obtaining accommodation in student dormitories of the Pomeranian Medical University in Szczecin:
 - 1) students, whose everyday commute to the university would prevent or substantially obstruct the study and who are in a difficult financial situation,
 - 2) students who raise children as their dependents.
 - 3) student marriages where at least one spouse is a student of PMU.

§4

1. Each of the students and candidates qualified for the first year of study, applying for a place in one of the PMU dormitories will receive scores according to the following classification, which will constitute the base for the Student Dormitory Complex Committee, helpful when considering applications for allocation of space in the dormitory:
 - 1) students, whose everyday commute to the university would prevent or substantially obstruct the study and who are in a difficult financial situation - 5 points,
 - 2) students, whose everyday commute to the university would prevent or substantially obstruct the study - 4 points,
 - 3) students in a difficult financial situation - 1 point,
 - 4) students who raise children as their dependents - 4 points,

- 5) married PMU student - 2 points,
- 6) student marriages where both spouses are students of PMU - 3 points,
2. Besides scoring, referred to in paragraph 1, the provisions of § 7. 1 of the Rules shall apply.

§5

1. Granting of a place in the dormitory takes place on the basis of an application for allocation of a place in the dormitory. The application template is attached as Appendix 1 hereto.
2. Students, postgraduates and candidates qualified for the first year of study, must apply for a place in the dormitory in the period until 28 August.
3. Persons in a difficult financial situation referred to in paragraph 1. Should provide an additional statement of the income earned by the family of the student qualified for the study calculated based on the rules for granting aid benefits for students.
4. Applications for the allocation of a place in the dormitories, on or before August 28 can also be submitted by PMU interns, but recognition of these applications and the award of a place can take place not earlier than after the Sept. 25, i.e. after recognition of the applications referred to in paragraph 2, and appeals against decisions of the Student Dormitory Complex Committee, subject to § 7. 4 of the Rules.
5. In the event of granting a place and accommodation of doctoral students and interns, referred to in paragraph 4, the provisions of these Rules.

§6

1. Applications for a place in the dormitory are recognized by the Student Dormitory Complex Committee, referred to in § 35. 1 hereof.
2. The Student Dormitory Complex Committee grants a place in a dormitory in a given academic year for the period from 1 October to 30 June of the following year.
3. The Student Dormitory Complex Committee, granting a place, indicates the dormitory number and the type of room determined on the basis of the classification given in the application for a place in the dormitory.
4. The lists of persons entitled to accommodation shall without delay be forwarded to the manager of the Student Dormitory Complex.
5. Students engaged in the summer internships program in Szczecin during the holiday can use places in dormitories, on the terms specified in the Order of the Rector referred to in § 18. 1 on the principles of accommodation in the dormitories of the Pomeranian Medical University in Szczecin.
6. In the case of additional indication by the student in the application of a room number, the Student Dormitory Complex Committee, granting the place can take it into account, however, in accordance with § 34. 2 of the Rules, an indication of the room number does not prejudice its receipt.

§7

1. Students making the request for allocation of a place in the dormitory may not be granted a place in a student dormitory by the Student Dormitory Complex Committee in the case of:
 - 1) failure to account with the University for liabilities for accommodation in the dormitory, as well as in the case of default in payments in previous years,
 - 2) in relation to the persons against whom measures of responsibility were used in the last two years, as referred to in § 21. 1 point 3 hereof.
 - 3) in relation to the persons against whom measures of responsibility were used at least twice, as referred to in § 21. 1 point 2 hereof.
2. Students who have been granted a place in the dormitory, and before the start of the academic year or during it were granted a dean's leave, or when the student has been suspended in the student's rights, may be issued by the Student Dormitory Complex Committee:

- 1) for persons who have been granted the right to a place in a dormitory, a decision revoking the right to a place in a dormitory,
- 2) in respect of persons already accommodated, the decision on checking out. The provisions of § 24 of the Rules shall apply accordingly.
3. Students who have been granted a place in a dormitory and have not paid despite the deadline for obligations arising from these rules, may be issued by the Student Dormitory Complex Committee:
 - 1) The decision to suspend the accommodation until the liability is settled,
 - 2) The decision revoking the right to a place in a dormitory.
4. The decision to refuse a place in the dormitory, as a result of a situation referred to in paragraph 1 and 3 may be appealed; the appeal will be examined by the Board of Appeal for the Student Dormitory Complex not earlier than after the Sept. 25, i.e. after recognition of applications submitted pursuant to § 5 paragraph 2 and 4 of the Rules.
5. The persons in respect of whom the decision was issued on the basis of § 21. 1 point 4 are not entitled to apply for a place in the dormitories of PMU.¹

§8

1. Accommodation is based on the decision of Student Dormitory Complex Committee on granting a place in the dormitory.
2. Accommodation of residents is carried out by the manager of the Student Dormitory Complex.
3. Accommodation begins three days before the start of the academic year and lasts until October 2. In case of the decision on accommodation being issued after the above date, accommodation takes place on the date indicated in the decision, subject to paragraph 4.
4. If 2 October is the end of the week, i.e. Thursday or Friday, the accommodation deadline is extended until Sunday.
5. At the reasoned request of the person who has been granted a place in the dormitory, the accommodation deadline, as referred to in paragraph 3, may be extended by the manager of the Student Dormitory Complex.
6. However, in the case of no accommodation made by an authorized person, within the period specified in paragraph 3, the place is granted to another person, who requested the allocation of a place in the dormitory.

§9

1. When checking in, a person, who has been granted a place in the dormitory submits:
 - 1) ID card,
 - 2) regarding men - a military service book,
 - 3) current photo format 4.5 x 3.5 cm
2. As part of the accommodation procedure, the manager of the Student Dormitory Complex takes down the data from the documents referred to in paragraph 1 point 1-2 and enters the resident's details along with the room number assigned to them in the accommodation register.
3. The manager of the Student Dormitory Complex prepares a card of the person who has been granted a place in the dormitory, and issues it to this person (accommodated resident), within 5 days from the date of completion of the formalities referred to in paragraph 1. The resident card template is attached as Appendix 2 hereto.

§10

Prior to accommodation a person, who has been granted a place in the dormitory is required to:

¹ Order of the Rector of the PMU 69/2015 dated 06.08.2015

- 1) sign an agreement on the use of a place in the dormitory. A template agreement is attached as Appendix 3 hereto.
- 2) fill out a questionnaire of information for the purposes of residence registration,
- 3) sign a protocol stating the condition of the room, its equipment and the condition of facilities and common areas. The template of delivery - acceptance protocol is attached as Appendix 4 hereto,
- 4) pay a deposit of one monthly fee for accommodation in the dormitory,
- 5) pay a fee for the accommodation in the amount specified in the Order of the Rector. The provisions of § 18 paragraph 6.7 shall apply accordingly.

§11

The manager, immediately after fulfilment of the conditions referred to § 9 and § 10 hereof issues a resident a room key.

CHAPTER III RIGHTS AND OBLIGATIONS OF AN ACCOMMODATED RESIDENT

§12

1. An accommodated resident has the right to:
 - 1) use all dormitory facilities and equipment, intended for common use, according to their purpose,
 - 2) coming to and leaving the dormitory of residence at any time of the day,
 - 3) receive visitors, under the conditions specified in § 15 of these Rules,
 - 4) obtain for their visitors a place in the guest room on the principles defined in § 16 of these Rules,
 - 5) change a room within one dormitory, on the basis of the decision of the Student Dormitory Complex Committee and provided that the full settlement for the existing place has been made. In this case, an accommodated resident applies to the Student Dormitory Complex Committee for a room change. The application shall be submitted through the manager of the Student Dormitory Complex,
 - 6) make changes in the inhabited room upon the consent of the manager of the Student Dormitory Complex, provided that it does not cause any change in its substance.
 - 7) change bed linen within the deadlines set by the manager of the Student Dormitory Complex,
 - 8) order call-collect from telephones located in the reception hall of the dormitory,
 - 9) under the conditions set out in the Order of the Rector to:
 - a) store their belongings during the holiday season in a designated room
 - b) use the places in the dormitory in the holiday period,
 - 10) use their own radio and television.
2. In the cases referred to in paragraph 1 point 5, the manager of the Student Dormitory Complex terminates the agreement referred to in § 10.1 hereof and concludes a new agreement.

§13

An accommodated resident is obliged to:

- 1) pay the fees for accommodation in the student dormitory on time,
- 2) show the resident card at the request of the Administration of the Student Dormitory Complex and university authorities and comply with their commands and orders,
- 3) maintain cleanliness and order in the assigned room and common areas,
- 4) respect property of the dormitory and use it as intended,

- 5) immediately notify the manager of the Student Dormitory Complex of any apparent damage or failure and then to enter a notified failure or malfunction to the faults register located at the front desk,
- 6) notify the manager of the Student Dormitory Complex of conflict situations occurring in the Complex, posing a threat to property, people accommodated and staying in the Student Dormitory Complex,
- 7) immediately notify administrations of the Student Dormitory Complex in the case of a direct threat to life, health or property of persons accommodated and staying in the Student Dormitory Complex,
- 8) notify the administration of the Student Dormitory Complex and roommate of any expected absences lasting longer than two days,
- 9) notify the administration of the Student Dormitory Complex of unannounced absence of a roommate, lasting more than two days,
- 10) comply with health and safety and fire regulations,
- 11) observe order regulations and norms of community life,
- 12) respect the curfew, in accordance with § 17 of these Regulations,
- 13) allow the manager of the Student Dormitory Complex or a person authorized by them entrance to the room, if it is necessary in connection with an overhaul or the necessity to remove a failure,
- 14) be present in the room during the periodic inspection, referred to in § 32 hereof
- 15) enable persons from the committee referred to in § 28. 3 to conduct inspection activities referred to § 32 and § 33 of these Rules,
- 16) relocate to another room on the basis of the decision of the Student Dormitory Complex Committee on relocation. The provisions referred to in § 12. 2 shall apply accordingly.
- 17) immediately notify the manager of the Student Dormitory Complex about the loss of the resident card.

§14

An accommodated resident of the dormitory may not:

- 1) take out, destroy or make unfit for use the property of the dormitory, or owned by employees or other accommodated residents,
- 2) install, remake and repair electrical wiring, gas, water, sewerage, telephone and computer systems, remake locks and destroy walls and change other elements of the structure,
- 3) install or use devices which are a threat to health and life,
- 4) use devices consuming a significant amount of energy in the room,
- 5) block traffic routes in residential boxes with household appliances and other objects,
- 6) bring into dormitories household appliances with dimensions in excess of 85 cm,
- 7) drop items in the sanitation and sewage facilities that could cause damage or malfunction.
- 8) smoke outside designated places,
- 9) produce, possess, sell and consume alcoholic beverages and drugs,
- 10) keep animals,
- 11) provide accommodation to third parties, subject to § 16 of the Rules,
- 12) give up a place to another person, under the threat of withdrawal of the right to accommodation or eviction.

§15

1. Persons accommodated in the dormitory have the right to receive in their rooms guests from the other dormitories belonging to the PMU and guests from outside the Student Dormitory Complex.
2. The visits may take place in the hours between 8.00 a.m. and 10.00 p.m.

3. Administration of the Student Dormitory Complex keeps a record of guests and visitors.
4. The condition for a guest's entry and stay is:
 - 1) leaving at the front desk an identity document and indication of a visited accommodated resident by name,
 - 2) consent of other persons accommodated in the room to receive a guest.
5. The right to enter and stay in the Student Dormitory Complex and the particular dormitory is denied to persons who are intoxicated and persons whose behaviour raises legitimate concerns about safety in the dormitory / Student Dormitory Complex.
6. Guests staying in the Student Dormitory Complex / dormitory are required to comply with the provisions of these Rules.
7. In case of gross violation by a guest of the provisions hereof, the administration of the Student Dormitory Complex demands the visitor to leave the area of the Student Dormitory Complex / dormitory.
8. In case of guest's refusal to submit to the demand to leave the area of the Student Dormitory Complex / dormitory, administration of the Student Dormitory Complex shall notify the authorities of the university and then, after obtaining the consent calls the police.

§16

1. Persons visiting students are entitled to a paid place in the guest room. Terms and conditions of payment for a place in the guest room are established by the rector in an order.
2. In the absence of vacancies in the guest rooms, an accommodated resident, after obtaining the consent of the manager of the Student Dormitory Complex and meeting the conditions set out in § 15. 4 may provide accommodation in their room for the visiting person.
3. Accommodation referred to in paragraph 2, can be up to three days, and the person providing the accommodation must pay the fee in the amount specified by an order of the rector immediately upon reposting it.

§17

1. Curfew in the Student Dormitory Complex takes place between the hours of 11.00 p.m. and 06.00 a.m.
2. During the curfew the residents are prohibited from taking actions or activities that interfere with the normal rest of other accommodated residents of the dormitories.

§18

1. The amount of monthly fee for staying in the dormitory is determined by the rector in an order, provided that the fees for accommodation during the holiday season, i.e. from 1 July to 30 September, is determined by the rector in a separate order.
2. Monthly fee for staying in a student shall be paid by the 15th of each month, except for the first payment, which should be paid in accordance with § 10.5, before accommodation. The date of payment of the fee shall be the date of its deposit into PMU bank account or at the cash office of the university at ul. Rybacka 1 in Szczecin.
3. In case of default in payment of the fee for staying in the dormitory statutory interest will be charged for each day of being in default.
4. The basis for calculating the amount of interest for delay, is the amount of the monthly fee, referred to in paragraph 1.
5. An accommodated person may apply to the vice-rector for teaching with a written request containing detailed reasons for postponement of the deadline for paying the fee. The request is submitted through the independent section for social and living conditions of students.²

² *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**

6. Vice-Rector for Teaching, within 7 days from the date of filing (reception) shall decide on the recognition or non-recognition of the application. This Decision is final.
7. The monthly fee is paid for the whole month, regardless of the actual use of the place or date of accommodation, subject to paragraph 8.
8. In case of eviction before the 15th day of the month or accommodation after the 15th of the month the fee charged is half monthly amount. This provision shall apply only to persons with whom the agreement was signed, referred to § 10 of the Rules.
9. In cases where a person accommodated in dormitories is in arrears with payment for the stay in the dormitory for two full payment periods, the Student Dormitory Complex Committee may decide on eviction, referred to in paragraph 21. 1 point 3 of these Rules. In this case, the independent section for social and living conditions of students submits a request for a decision on eviction to the Student Dormitory Complex Committee.³ The provisions of § 24 and §§ 27-31 shall apply accordingly.
10. An accommodated resident shall not incur the fees for cohabitation with the child, unless the child occupies an additional place. If the child takes an additional place, the fee on this account is 50% of the fee referred to in paragraph 1.

§19

1. A person accommodated for a period longer than one month is required to make a deposit.
2. The deposit is paid at the rate of the applicable monthly fee for a place in the dormitory at the latest on conclusion of the agreement referred to in § 10 paragraph 1 hereof.
3. The deposit is intended to cover the following claims:
 - 1) for the damage caused by an accommodated person, for which the accommodated person is liable under the provisions of these Rules,
 - 2) to cover the debt for unpaid fees for staying in the dormitory,
 - 3) to cover debt for interest for delayed payment for the stay in the dormitory.
4. The deposit, after the deductions referred to in paragraph 3, shall be refunded within 3 days of moving out.

CHAPTER IV LIABILITY OF RESIDENTS

§20

In case of violation of the provisions of these Rules, the residents of the Student Dormitory Complex bear the following liability:

- 1) policing,
- 2) material,
- 3) disciplinary.

§21

1. The means of policing liability in relation to the residents of the Student Dormitory Complex are:
 - 1) verbal warning,
 - 2) warning in writing
 - 3) decision on eviction,
 - 4) immediate eviction.
2. The decision to impose a policing means of liability and its type, except for paragraph 1 points 3, 4, is made by the manager of the Student Dormitory Complex.

§22

1. Verbal warning is a means of policing liability used by the manager of the Student Dormitory Complex for minor misconduct.

³ as above

2. Warning in writing is a means of policing liability used by the manager of the Student Dormitory Complex for a major misconduct and in the case of further infringement, despite an oral warning.
3. In the case of three written warnings, referred to in § 21 paragraph 1 point 2, the manager of the Student Dormitory Complex may launch the procedure relating to the initiation of proceedings for eviction, referred to in § 21 paragraph 1 point 3 according to the principles set out in § 24 of the Rules.
4. In cases of gross violation of rules threatening health, life, safety, threatening significant damage and exposure of the assets of the university to large losses, the student may be evicted immediately, as referred to in § 21 paragraph 1 point 4. The decision in this case shall be made by the Rector, Vice-Rector or Chancellor.
5. The decision referred to in paragraph 4, cannot be appealed.
6. An application to the manager of the Student Dormitory Complex to issue oral and written warning may be submitted by chairman of the Student Dormitory Complex on their own initiative, at the request of accommodated residents, as well as the residents themselves.
7. However, in the event of a situation referred to in paragraph 4, the right and the obligation to notify and inform about the threat is vested in anyone who finds a state of emergency, or is able to predict it.

§23

1. In relation to persons visiting the residents of the dormitory, the manager of the Student Dormitory Complex or their deputy may, in the case of gross breach of the provisions of these Rules, and in the case of threat to the safety of persons or property, order a visitor (guest) to immediately leave the dormitory.
2. To enforce an immediate order to leave the dormitory, referred to in paragraph 1, the provisions of § 15. 8 of the Rules shall apply.
3. In special cases relating to persons notoriously violating the rules and the established order, the order may cover a period specified in the order or permanent ban on access to the complex / dormitories.

§24

1. The decision on eviction, referred to in § 21. 1 point 3, is issued by the Student Dormitory Complex Committee.
2. The decision on eviction, referred to in § 21.1, point 3, may be appealed by an accommodated resident to the vice-rector for teaching.
3. The appeal must be lodged within 7 days of receipt of the decision on eviction, through an independent section of social and living conditions of students.⁴
4. An appeal lodged after the deadline shall not be examined.
5. Vice-Rector for Teaching within 7 days shall issue a decision which:
 - 1) maintains the decision of the Student Dormitory Complex Committee in force
 - 2) repeals the decision of the Student Dormitory Complex Committee and refers the matter for reconsideration.
6. The decision of Vice-Rector for Teaching sustaining the decision of the Student Dormitory Complex Committee is final.

§25

1. Material liability of an accommodated person includes:
 - 1) damage caused by an accommodated person to the property of the university,

⁴ *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**

2) claims of the University in relation to an accommodated person caused by debt for dormitory accommodation fees and for delay in payment of fees for the place in the dormitory,

2. An accommodated person is personally responsible for the damage they have caused, however, if the damage was done to the substance of multiple-person dormitory rooms or areas for common use, with simultaneous evasion of other roommates as to identification of those guilty of causing damage, material liability for damages caused shall be borne jointly and severally by all roommates.

3. An accommodated person receiving a guest or a visitor shall be liable for damage caused to the dormitory property by these people. An accommodated person shall have any recourse from these people.

4. An accommodated person is materially liable for damages referred to in paragraph 2-3 within the damages specified in art. 361 of the Civil Code.

§26

Disciplinary liability shall be incurred by an accommodated persons according to the principles and procedures of §§ 20-24 of the Rules and separate regulations.

CHAPTER V EVICITION

§27

1. Loss of the right to a place in the dormitory is the basis for eviction.

2. Eviction takes place as a result of:

- 1) expiration or termination of the agreement referred to in § 10.1,
- 2) a decision on eviction,
- 3) removal from the list of students.

§28

1. In connection with the eviction, an accommodated person reports to the manager of the Student Dormitory Complex their readiness to hand over the room.

2. The manager of the Student Dormitory Complex sets a deadline for the room acceptance.

3. The acceptance of the room takes place jointly in the presence of:

- 1) the manager Student Dormitory Complex or an employee appointed by them,
- 2) chairman of the Student Dormitory Complex Committee or their deputy or another member of the Student Dormitory Complex Committee appointed by them, and a person accommodated in a dormitory designated by the chairman.

§29

1. Before eviction the committee, referred to in § 28. 3 of these Rules shall inspect the room in terms of the completeness of the equipment and its technical condition and common areas.

2. Inspection is held in the presence of an accommodated person.

3. A protocol on the inspection shall be drawn up, signed by members of the committee referred to in § 28. 3 of these Rules and an accommodated person.

4. In case of refusal to sign the protocol by an accommodated person, information about the refusal to sign the protocol shall be included in the protocol.

5. An accommodated resident has the right to raise objections as to the inspection and provide explanations. Reported objections and explanations are entered into the protocol.

6. The protocol is the basis for pursuit of claims by the University as referred to in § 25 of these Rules.

§30

Upon eviction, an accommodated person is obliged to:

- 1) settle any due amounts related to the accommodation in a dormitory,
- 2) return the equipment collected,
- 3) leave the room clean and tidy,
- 4) return all keys,
- 5) return the resident card.

§31

1. When an accommodated person lost the right to a place in a dormitory, or refuses to voluntarily give up the place, the forced eviction of the accommodated person is carried out in their presence or absence, subject to paragraph 2 hereof.
2. Forced eviction is carried out by the committee, referred to in § 28. 3 hereof, not earlier than after 3 days from the date of the request by the manager of the Student Dormitory Complex to an accommodated person to voluntarily vacate the place. Moreover, a list of the evicted person's effects in the room is drawn up by the committee.
3. The effects of the evicted person are stored at their expense by the manager of the Student Dormitory Complex. Fees for storage of effects are determined by the rector in an order.
4. With regard to the resident, who has lost the status of a student, eviction takes place no later than within two days from the date of the deletion of the accommodated person from the list of students.

CHAPTER VI INSPECTION

§32

1. The dormitories are subject to the following inspections:
 - 1) periodic inspection,
 - 2) immediate inspection,
 - 3) extraordinary inspection.
2. At least once a semester periodical inspection of rooms and common areas is carried out in terms of completeness of equipment and technical condition.
3. The inspections referred to in point 1 are carried out by authorized persons referred to in § 28. 3 hereof.
4. The date of inspection is determined by the manager of the Student Dormitory Complex by informing accommodated persons no later than 7 days before the scheduled date of inspection, posting information about the dates of inspections in individual rooms on the bulletin board.
5. When notified of absence of an accommodated person on the inspection date, the manager sets another date for the inspection with the accommodated person.
6. An accommodated person is obliged to enable the periodic inspection within the period specified in the information about conduct thereof, subject to paragraph 5.
7. In justified cases an accommodated person may agree with the manager of Student Dormitory Complex Committee upon a different day and hour of the inspection.
8. The protocol of periodic inspection shall be made only if the substance of the room or common areas has suffered any damage. The provisions of § 29 paragraph 2 - 6 of these Rules shall apply accordingly.
9. In the case of damage, referred to in paragraph 8, the manager of the Student Dormitory Complex issues an order to bring the room to its original state within 14 days from the date of finding thereof by the committee. After this date, the committee re-inspects the area to determine whether the order was executed by the resident.
10. Failure to follow the order to bring the room to its original state by an accommodated person is the basis for eviction.

§33

1. In specific cases where there is an imminent threat to life, health and safety of persons residing in the Student Dormitory Complex, administration of the complex has the right to inspect immediately, by giving notice to the authorities of the Student Dormitory Complex and the university authorities.
2. In cases where there is reasonable suspicion that activities contrary to the law are carried out in the room, that there has been a flagrant violation of rules or exposure of university property to damage, the Student Dormitory Complex Committee may decide to carry out extraordinary inspection in the room.. The decision on holding an extraordinary inspection shall be notified to the authorities of the complex and the university authorities.
3. The decision to hold an extraordinary inspection is issued on the basis of a request by the manager of the Student Dormitory Complex or the written request of other people accommodated in the dormitory. The initiative to carry out an extraordinary inspection may also be proposed by the chairman of the Student Dormitory Complex or any of its members.
4. The provisions of § 29 paragraph 2-6, § 31. 2 and § 32 shall apply accordingly.

CHAPTER VII ASSIGNMENT OF PLACES IN DORMITORIES

§34

1. Applications for a place in a dormitory are examined by the Student Dormitory Complex Committee.
2. A student submitting an application has the right to indicate the room where they want to be accommodated, with a proposal in this regard needing to be justified and not prejudging its assignment.

§35

- 1 The Student Dormitory Complex Committee consists of:
 - 1) Chairman of the Student Dormitory Complex Committee, or a person appointed by them
who is a member of the social and living conditions committee of the Students' Parliament,
 - 2) chairman of the committee on social and living conditions of students, or a person appointed by them being a member of the Students' Parliament,
 - 2) employee of an independent committee on social and living conditions of students,⁵
 - 3) Manager of the Student Dormitory Complex or a person designated by them,
 - 4) 2 members of student government parliament appointed by the President of Parliament.
2. Meetings of the Student Dormitory Complex Committee are held in the presence of at least half of its members.
3. In case of equal number of votes the chairman of the Student Dormitory Complex Committee has the casting vote.
4. Decisions of the Student Dormitory Complex Committee are passed by a simple majority of votes in an open vote, with at least half of its members present. In the event of a tie, the chairman of the Committee has the casting vote.

⁵ *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**

5. Minutes shall be drawn up from the scholarship committee meetings. The minutes shall be signed by all committee members present at the meeting.
6. Each member of the committee has the right to a dissenting opinion to the minutes.

§36

1. Dates of meetings of the Student Dormitory Complex Committee are determined by its President as needed, subject to paragraph 2. Convening the meeting may also take place at the request of 1/3 of the committee members.
2. Meeting of the Student Dormitory Complex Committee on the recognition of applications referred to in § 5. 2 takes place in the period August 29 - September 3.
3. The Student Dormitory Complex Committee assigns places in accordance with the provisions of these Rules pursuant to §§ 3 to 5 and § 6. 3.6 and § 7 of these Rules.
4. Applications submitted after the deadline and the applications submitted by the interns shall be recognized by the Student Dormitory Complex Committee no earlier than after September 25, with the proviso that in the first place places will be awarded to the interns on the basis of the applications referred to in § 5. 4 of the Rules.
5. The decisions of the Student Dormitory Complex Committee on granting or refusing to grant a place in a dormitory may be appealed to the Board of Appeals for Student Dormitory Complex. Examination of appeals takes place in accordance with the provisions of these Rules.
6. The Board of Appeal for Student Dormitory Complex allocates places until using all the vacancies in dormitories
7. Each member of the committee has the right to a dissenting opinion to the minutes.

§37

1. The Board of Appeal for Student Dormitory Complex is the appeal body for decisions of the Student Dormitory Complex Committee, subject to § 21. 1 point 4, where no appeal is granted.
2. The Board of Appeal for Student Dormitory Complex consists of:
 - 1) Vice-Dean of the Faculty of Medicine, or vice-dean of another department indicated by them.
 - 2) Head of an independent section for social and living conditions of students.⁶
 - 3) Chairman of the student government Parliament.
 - 4) two members of the student government Parliament appointed by the President of the Parliament, not forming part of the Student Dormitory Complex Committee.
 - 5) Chairman of the Board of Appeal for Student Dormitory Complex is the vice-dean of the Faculty of Medicine, or vice-dean of another department indicated by them.
3. In the event of a tie committee chairman has the casting vote.
4. Decisions of the Board of Appeal for Student Dormitory Complex are passed by a simple majority of votes in an open vote in the presence of at least half of the members, including the chairman of the committee, or another member of the committee authorized by them to act as chairman at the meeting.
5. The decision of the Board of Appeal for Student Dormitory Complex is final.
6. Minutes shall be drawn up from meetings of the Board of Appeal for Student Dormitory Complex. Minutes shall be signed by all the committee members who are present at the meeting.

§38

⁶ *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**

1. Meetings of the Board of Appeal for Student Dormitory Complex are by its chairman determined depending on the needs on their own initiative or at the request of 1/3 of the committee members, subject to paragraph 2.
2. The meeting of the Board of Appeal for Student Dormitory Complex on appeals from the decisions of the Student Dormitory Complex Committee regarding applications referred to in § 5. 2, takes place between 20 - 25 September, and applications referred to in § 5. 4, after September 25, subject to § 7. 3 hereof.
3. The Board of Appeal for Student Dormitory Complex after recognizing the appeal:
 - 1) maintains the decision of the Student Dormitory Complex Committee,
 - 2) repeals the contested decision in whole or in part and in this regard decides to grant a place in the dormitory or repeals the contested decision and discontinues the proceedings conducted by the Student Dormitory Complex Committee.
 - 3) discontinues the appeal proceedings,
 - 4) repeals the decision of the Student Dormitory Complex Committee in its entirety and refers the matter back to the Student Dormitory Complex Committee.
4. The decision of the Board of Appeal for Student Dormitory Complex, sustaining the decision of the Student Dormitory Complex Committee is final.
5. Minutes shall be drawn up from meetings of the Board of Appeal for Student Dormitory Complex. Minutes shall be signed by all the committee members who are present at the meeting.

§39

1. The granting of places in dormitories shall be notified through:
 - 1) for people beginning the studies through an announcement on the websites. The announcement uses a recruitment number of a candidate without indicating their personal data.
 - 2) on the websites under the individual number of each student.
2. The refusal to grant a place in the dormitory shall be notified to the applicant within 7 days from the date of adoption by the Student Dormitory Complex Committee of the refusal to grant a place.

§40

1. Administrative support for the Student Dormitory Complex Committee and the Board of Appeal for Student Dormitory Complex is provided by Independent section for social and living conditions of students.⁷
2. Independent section for social and living conditions of students⁸ is engaged in particular in:
 - 1) providing information and accepting applications for a place,
 - 2) informing the manager of the Student Dormitory Complex of deletion of a resident from the list of students,
 - 3) submitting requests for a decision on eviction, referred to in § 18. 9 of these Rules,
 - 4) receipt of applications concerning matters related to the allocation of a place in the dormitory and accommodation, subject to § 12. 1 point 5
 - 5) checking applications in formal terms,
 - 6) preparation of materials for meetings of the Student Dormitory Complex Committee and the Board of Appeal for Student Dormitory Complex,
 - 7) taking minutes of meetings of the Student Dormitory Complex Committee and the Board of Appeal for Student Dormitory Complex,

⁷ *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**

⁸ *as above*

- 8) informing the parties concerned on decisions made by the Student Dormitory Complex Committee and the Board of Appeal for Student Dormitory Complex.
 - 9) transfer of lists of persons entitled to the accommodation to the manager of the Student Dormitory Complex,
 - 10) keeping records of place occupancy in student dormitories,
 - 11) collection of materials relating to material liability,
 - 12) informing accommodated persons on the decisions made on the basis of these Rules.
3. Independent section for social and living conditions of students⁹ supervises the timely payment of fees for accommodation in the dormitory and makes settlements in this scope.

CHAPTER VIII ADMINISTRATION OF STUDENT DORMITORY COMPLEX

§41

Administration bodies of the Student Dormitory Complex are:

- 1) manager of the Student Dormitory Complex,
- 2) independent section for social and living conditions of students.¹⁰

§42

Manager of the Student Dormitory Complex is an administrator of the Student Dormitory Complex and is responsible in particular for:

- 1) providing residents with safe and possibly favourable conditions of accommodation in the dormitories,
- 2) supervision over observance of law and order,
- 3) supervising compliance with the provisions of these Rules and other laws,
- 4) supervising the execution of duties by subordinate employees of the Student Dormitory Complex,
- 5) performing accommodation activities,
- 6) is required to prepare and issue the residence cards or duplicates thereof to the authorized persons,
- 7) is required to keep a register of guests, the registry of visitors, fault register and the register of issued warnings,
- 8) is obliged to inform the SSS-BS or other bodies of the university of damage that has occurred to the property of the dormitory and the person liable,
- 9) is required to perform inspections of the rooms and common areas residents for completeness of equipment and technical condition.

§43

Manager of the Student Dormitory Complex is entitled in particular to:

- 1) extension of the period of accommodation,
- 2) issuing information and notices on the bulletin board,
- 3) consenting to provide accommodation in a case referred to in § 16. 3
- 4) inspection activities referred to in § 32 and § 33 hereof
- 5) the use of policing liability, referred to in § 21.1-2 hereof
- 6) conclusion on behalf of the university of the agreement referred to in § 10.1,
- 7) authorizing other employees of the Student Dormitory Complex to perform their functions under the terms of these Rules,
- 8) participation in the inspection activities, referred to in §32 and §33 of these Rules,

⁹ as above

¹⁰ as above

9) immediately notifying the independent section for social and living conditions of students¹¹ in any case of failure to make accommodation by an authorized person and vacating a place in the dormitory.

§44

1. Manager of the Student Dormitory Complex has the right to issue recommendations and information regarding the order, aimed at implementing the provisions of these Regulations. Recommendations and information of the manager of the Student Dormitory Complex are posted on the bulletin boards in the dormitories.
2. Announcements or information by other people can be posted on the bulletin board in dormitories or other appropriate place, after prior approval of the manager or the university authorities.
3. Manager of the Student Dormitory Complex grants permission for displaying information or announcements by signing their content and marking with a dormitory seal. Information which does not meet the above requirements is removed.

§45

1. Chairman of the Student Dormitory Complex Committee represent the totality of residents of the Student Dormitory Complex and organizes cultural and social life of the Student Dormitory Complex.
2. Chairman of the Student Dormitory Complex Committee acts as the host of the Student Dormitory Complex, cooperates with authorities of the Student Dormitory Complex and the university authorities.
3. Chairman of the Student Dormitory Complex Committee supervises the observance of policing regulations and peer standards and is also the chairman of the Student Dormitory Complex Committee, referred to in § 35 of the Rules.

CHAPTER IX TRANSITIONAL AND FINAL PROVISIONS

§46

1. Upon the entry into force of this order, the Rules of Student Dormitory Complex of the Pomeranian Medical University in Szczecin annexed to Order No. 69/2010 of the Rector of the Pomeranian Medical University in Szczecin dated 9 September 2010 on the introduction of the Rules of PMU Student Dormitory Complex in Szczecin is repealed, subject to paragraph 3.
3. To the matters not covered by these Rules, the provisions of the Civil Code and the administrative and internal regulations in force at the Pomeranian Medical University in Szczecin shall apply.
4. The provisions of these Rules shall apply to students engaged in studies in English at the Pomeranian Medical University in Szczecin excluding §§3-8 and §§34-39 of the Rules."

¹¹ *The current name of the unit:* **Department of Social Affairs of Students and Doctoral Students of the Pomeranian Medical University in Szczecin.**