



Polonia University in Czestochowa  
4/6 Pulaskiego Street, 42-200 Czestochowa, Poland  
[www.en.ap.edu.pl](http://www.en.ap.edu.pl)

## STUDENT HOUSE REGULATIONS

The Polonia University policy states that all international students are required to live in the University residence halls located at Sw. Kazimierza 2B, 42-200 Czestochowa, for the agreed period (in accordance with the study programme). Upon arrival, the Student has the obligation to register at the Czestochowa City authorities under the abovementioned address.

Each registered student receives a Residency Card with appropriate address on the Polonia University Campus. The Polonia University Student House offers accommodation in single or double rooms equipped with private shower, WC, TV and internet access. All rooms are provided with bedding sets and towels. A weekly cleaning service is also provided.

Detailed criteria for assignment of one or two person occupancy is determined by the Administration of Polonia University.

### 1. Statement of rights

#### UNIVERSITY

- The University has the right to verify the manner in which the tenant use and maintain the rented space;
- The University has the right to immediate compensation for any form of property damage caused by student in the allocated room or in the common areas of the Residency Hall;
- The University has the right to monthly collect the payment for Student House residency in accordance with the installment plan stated at the moment of signing the Rental Agreement;
- The University has the right to summon the tenant, through University representatives, who has contravened the University guest policy.

#### STUDENT

- Student has the right to inhabit the room he/she has received;
- Student has the right to undertake the room together with all the utilities in working conditions as specified in the contract;
- Student has the right to use all available Student House equipment and facilities earmarked for general use in accordance with their purpose;



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- Student has the right to receive a change of bedding not longer than every two weeks and cleaning of the room;
- The student has the right to smoke only in the facilities earmarked for such purpose by Polonia University;
- Student has the right to receive guests only in the facilities earmarked for such purpose by Polonia University between the hours 07:30 and 22:00.<sup>1</sup> Students **do not have the right** to receive outside guests in their rooms.

## 2. Statement of obligations

### UNIVERSITY

- The University has the obligation to hand-in the room together with all the utilities in working conditions as specified in the contract;
- The University has the obligation to ensure normal conditions of living and studying in the rented spaces;
- The University has the obligation to ensure the cleaning of common areas and the surroundings of the Student House;
- The University has the obligation to ensure the maintenance and necessary reparations for the proper use of the common areas.

### STUDENT

- The student has the obligation to fully pay and in due time the rent for the room **in amount of the established sum**;
- The student has the obligation to properly use the property and equipment of Student House in the manner for which they are meant;
- The student has the obligation to maintain his/her room and furniture in proper condition and to cover any eventual damage incurred;
- The student has the obligation to not use the room, the common areas or the surroundings of the Student House for commercial purposes;
- The student has the obligation to not sublet or alienate / transfer the property to subtenants;
- The student has the obligation to declare any vacancies in the room;
- The student has the obligation to immediately notify Student House administration of any installation or equipment breakdown or technical malfunction or damage to Student House property;
- The student has the obligation to observe health and fire safety and timely notify Student House administration of any dangers;
- The student has the obligation to maintain cleanliness and order;

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<sup>1</sup> Conditions for a guest entering the Student House grounds must be checked with the appropriate department of Polonia University. In case of international students, this matter must be consulted with the International Relations Office.



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- The student has the obligation to adopt Polonia University standard of civilized conduct, to respect the University moral and ethical provisions, to cooperate with the administration and to take attitude towards any form of breach of discipline;
- The student has the obligation to observe 'night hours' at Student House from 22:00 to 6:00 and elsewhere as other regulations dictate, to restraint himself / herself from organizing any types of activities that contravene this provision;
- The student has the obligation to respect the visiting policy of the Student House;
- The student has the obligation to observe the decisions and directives of Student House administration regarding the order of Student House grounds;
- The student has the obligation to observe the law and these regulations.

**Strictly forbidden on the grounds of the Student House are:**

- removal of Student House equipment from facilities or accessing them to third parties;
- arbitrary installation, modification or repair of electrical, natural gas or water installations, door locks or walls;
- installation and use of machines and equipment that endanger health and/or life;
- installation or use of camping stoves, hotplates, heaters and other electrical equipment rated higher than 2 kW, including extension cords and adapters without ground;
- disposal of items into sanitary and sewerage systems which may damage or interfere with their functioning;
- smoking of any kind;
- keeping animals;
- practice of gambling games;
- extending overnight accommodation to third parties not residents of Student House;
- duplicating keys to any facilities;
- consuming psychotropic drugs;
- selling and/or consuming alcoholic beverages containing more than 0.5% alcohol;
- cooking outside the areas earmarked for such purpose.

Students violating these provisions will be liable to a fine. Suspension or dismissal may occur under multiple violations of the above-mentioned provisions.

Check-Out occurs on the expiration date (end of the study programme). Check-Out may occur before the declared expiration date, on the condition of written notification at the beginning of the rental period, depending on the semester – in September or January.



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Prior to check-out, Student House administration inspects the rented room regarding completeness and technical status of furnishings. The inspection is carried out in the presence of the resident/student and based on observations; an 'inspection finding' is generated. The 'resident' may enter comments, reservations or explanations to the content of the Student House administration inspection finding. In the case where 'resident' does not concur with said finding, resident may appeal to the Chancellor of Polonia University. The appeal shall be in written form. Registering an appeal does not interrupt the check-out process.

At check-out, the resident/student is obligated to:

- return taken equipment;
- leave the room clean and orderly;
- complete all delinquent payments;
- return keys;
- return the residency card.

Any student who intentionally damages any Polonia University property or the personal property of members of Polonia University must pay for its repair and may be subject to disciplinary action.

### **Kitchen and Laundry facilities**

The Student has full access to the kitchen facilities. The students are offered the possibility to eat at the University restaurant. The pricelist for partial or full-board is enclosed in the Welcome package.

The students are allowed to use the laundry facility each Saturday.

Both services are offered under the students' obligation to maintain the common areas in proper condition and to cover any eventual damage incurred. All regulations with regard to common areas are applicable.