



**Ordinance number 47/2017**  
**Of Rector of the University of Opole**

From September 27, 2017

**Concerning Regulations of Dormitory of the University of Opole**

On the basis of art. 66 act 2 from September 27, 2005 Higher Education Law [pol.: Ustawa o Szkolnictwie Wyższym z 25 września 2005 roku] of the Statutes of the Opole University, it is hereby ordered as follows.

**§1**

**Regulations of the Dormitory of the University of Opole**, annexed to this Ordinance, are hereby introduced.

**§2**

Ordinance number 26/2016 of Rector of the University of Opole on the introduction of Regulations of Dormitory of the University of Opole hereby expires.

**§3**

The Ordinance shall come into effect upon signing.

Signature of Rector of the Opole University

## **Regulations of student's Dormitories of the University of Opole**

### **Chapter I**

#### **General regulations**

1. The document regulates issues related to the functioning of the Dormitory of the University of Opole
2. Meaning of terms used in the Regulations are as follows:
  - 1) Student's Dormitory – Student's Dormitory of the University of Opole
  - 2) Committee –committee on awarding residence at Student's Dormitory
  - 3) Security – Internal Security of the Dormitory of the University of Opole
  - 4) Council – Council of residents of the Dormitory of the University of Opole
  - 5) Regulations – Regulations presented hereby
  - 6) Rector – Rector of the University of Opole
  - 7) Consultant – the Consultant responsible for administration of Student's Dormitory
  - 8) Institution – The University of Opole
  - 9) Board – The Student's Dormitory Board
  - 10) Administrator – person appointed by the Rector of the University of Opole to manage the Campus of the University of Opole
  - 11) Documents such as Regulations of the amount, award and payment of the financial aid to students of the University of Opole, as well as separate ordinances and resolutions of the Rector.

### **Chapter II**

#### **Accommodation at the Student's Dormitory**

##### **§2**

#### **General provisions**

1. Residents of the student's Dormitory of the University of Opole, Regulations, ordinances of Rector, and decisions of Consultant and Board.
2. Residents of the student's dormitory shall keep their accommodations clean and obey the safety rules on and around the premises of the dormitory of the University of Opole.
3. Regulations presented hereby concern students from Erasmus Program

4. The dormitory place is being given for the period of 1 year, from the October 1 to the June 30
5. Student's Dormitory is a place for student's study, work and rest.
6. Student or doctoral student has the right to continue residence at the dormitory in the subsequent academic year if the following conditions are being met:
  - 1) student lived at the dormitory on the basis of Committee's decision
  - 2) student filed an application for the subsequent academic year
  - 3) student paid for the accommodation within the given time
  - 4) student was not evicted from the dormitory
7. student has the right for the extension of the accommodation for the summer holiday (that is from the July 1 to the September 30) by filling an application for awarding the accommodation at the dormitory during the holiday. The application form is an annex no 2 to the present document. The extension of accommodation is granted on the basis of separate decision.
8. In a case when the particular dormitory is out of service, students are sent to the dormitory that serves as a place of accommodation for summer holiday.
9. All residents of Dormitory are represented by Council. Council is a body of the Students' Board of the University of Opole and is subject to Regulations of Student's Board of the University of Opole.

### §3

#### **The award/refusal of award of accommodation at the student's dormitory**

1. The accommodation at the student's dormitory is granted on the terms specified in Regulations for awarding, paying out and determining the amount of financial aid for students from the University of Opole.
2. Administrator can make a decision about award of the accommodation from so called "vacancies" at the student's dormitory.
3. On the basis of separate decisions of Rector or Administrator, Committee does not grant the accommodation at the student's dormitory to persons deprived of the right to take up a place at the Student's dormitory.

## §4

### Accommodation

1. Quatering takes place according to schedule determined by the administration of the student's dormitory for the given academic year
2. Quatering, referred to in the act no 1, takes place on the basis of the lists of persons who obtained the accommodation at given student's dormitory. These lists shall be passed to the appropriate student's dormitory by Department of Student Services of the University of Opole to administration of the appropriate student's dormitory.
3. The person who confirmed the intention to take up residence at the dormitory is obliged to inform the administration of student's Dormitory about a lack of possibility to quarter within the time indicated in the act no 1. Such a person has to indicate the other date of quatering. Quatering at a later date does not reduce monthly costs for accommodation.
4. Person who confirmed the intention to take up residence at the student's dormitory is obliged to take cognizance of Regulations presented hereby before quatering. This fact is confirmed in writing when the student moves in.
5. Person becomes a resident of the student's dormitory at the moment of quatering and, as a consequence, such a person becomes subject to appurtenances specified in Regulations.
6. Students are quartered by Specialists who collaborate with Council or persons appointed by Specialist.
7. Person who intends to move in shall possess:
  - 1) Photo
  - 2) Valid student identity card
  - 3) Other identification documentPerson or student who does not possess the photo or documents will not be quartered.
8. When student/resident moves in he/she:
  - 1) signs the contract
  - 2) receives the residence card\_and an equipment for which he or she bears legal liability
9. Within two days from the date of accommodation resident reports any faults in a room to Administration. The report must be submitted in writing.
10. Foreign students and persons receiving social benefits may apply for bed cloves (that is pillows, duvets, blankets). Fee for hiring of bed cloves is non-returnable.  
The rest of residents have to possess pillows, duvets, pillow cases and duvet covers on their own.

11. The contract referred to in the act no 8 let. a, is an annex no 1 to Regulations.

## **§ 5**

### **Room assignments and transfer**

1. If there is a vacant space, Consultant, with Dormitory Administrator's advice, has a right to assign a new roommate to resident without his/her approval.  
If there is a vacant space and resident buys it out, a new roommate will not be assigned.
2. Consultant is entitled to move resident to another room with the aim to use a space in Dormitory more effectively.
3. If there is a space, other residents have the right to buy it out and put forward such a request to Consultant within 3 days. After resident moves out, other residents are obliged to bear full costs of space.
4. If a new roommate is to be assigned, residents will be informed in accordance with generally established means within 3 day of his/her transfer.

## **§ 6**

### **Resignation / Eviction**

1. Resident who intends to vacate his/her dormitory room must provide Dormitory Administration with at least a 7-day advance notice (in person, by phone, or by email).
2. When resident moves out, he/she is obligated to:
  - a) return to a storehouse all of the bedding and equipment he/she had received during dormitory residency
  - b) leave a room clean
  - c) return a residence card to Consultant
  - d) return a key to Consultant.
3. Resident will be held financially responsible for any damages, missing items, or equipment, and other material damages in dormitory rooms; the cost of damages will be estimated on the basis of current prices.
4. Resident loses the right to stay in Dormitory before an expiration of a contract if:
  - a) resident is crossed off a student list
  - b) resident defaults on payments
  - c) resident does not inform Consultant before the accommodation is taking place that he/she intends to accommodate at a later

- d) resident accommodates any person who is not entitled to in his/her room.
5. Resident who loses the right to stay in Dormitory is obliged to leave an assigned room within 3 days of the date of receiving the notice. Before the leave, resident is obligated to return all the equipment he/she had received, make all the required payments and return residence card.
  6. Resident can lose the right to accommodation in Dormitory at the request of Administrator, Consultant, as well as Dormitory Board, and accepted by Council. The lost can be temporary or permanent.
  7. Those residents who breach the regulations drastically by acts of vandalism, property damaging or offences committed under the influence of psychoactive substances, can lose the right to accommodation immediately on the basis of a request of Consultant, with Council's approval, submitted to Administrator. Within 7 days, Administrator gives a decision.
  8. Resident who loses the right to stay in a dormitory has no right to be admitted to any other dormitory.

## § 7

### **Rights and duties of dormitory residents**

1. Resident has a right to:
  - a) use the space and facilities intended for common use
  - b) report directly to Dormitory Administration or write in the "faults notebook" [zeszyt usterek] any damages of equipment intended for common use inside dormitory or in a resident's room
  - c) refurnish and decorate without causing any damages provided that he/she will restore it to its original state before moving out. The right to refurnish exclude transferring non-detachable furniture attached to the floor or wall
  - d) receive guests in rooms according to the principles established hereinafter
  - e) elect and be elected to the bodies of Council
  - f) express his/her opinions and puts forward postulates to Consultant or Council on all matters connected with the functioning of Dormitory
  - g) use in his/her room a computer, radio receiver, a TV set, and other peripherals. Terms of use of ASKUO network are regulated by annex number 6 attached to this Regulations.
2. Resident has a duty to:

- a) obey Dormitory rules, decisions, and the University Authorities' and Consultant's instructions; obey to social norms and universally applicable law
- b) get to know and obey health as well as safety instructions, and fire regulations
- c) keep a room clean and tidy; respect the property of the University, other facilities and equipment owned by Dormitory; keep space intended for common use clean and obey instructions given by Consultant, Council, and personnel.
- d) if resident leaves a room, whether during an academic year or after graduation, he/she is obliged to take all of his/her stuff and personal belongings
- e) pay for a space in Dormitory on time
- f) control the correctness of calculated payments for Dormitory
- g) inform Dormitory Administration about the change of his/her status ( student / crossed off a student list / graduate)
- h) inform Administration about his/her resignation from a space in Dormitory within 7 days at the latest before his/her accommodation, after providing a written notice of an intention to vacate a room for next academic year
- i) show his/her residence card at the request of Consultant, Dormitory's personnel, Council's members, and Administration's employees who work on University Campus
- j) observe quiet hours from 11 pm to 6 am.

## § 8

### **Residents of Dormitory are forbidden to**

1. Exchange rooms unjustifiably and without Consultant's permission to occupy a free space in other rooms.
2. Give a residence card and a student card to unauthorized persons.
3. Be in possession of resident cards from several different Dormitories.
4. To let unauthorized persons into Dormitory.
5. Install, modify, and repair the wiring, the water system, a central heating system, gas fittings, and the computer network on his/her own initiative.
6. Change locks and make duplicate keys.
7. Bring motor vehicles and bicycles into enclosed spaces (excluding spaces designated for that purpose).
8. Take outside Dormitory's equipment.
9. Organize gambling games.

10. Own cold steel, firearms, and pneumatic weapons.
11. Stick anything to walls, doors, and equipment in Dormitory.
12. Place announcements, notices, prints, and other information in designated area without Specialist's permission.
13. To take out the rubbish anywhere except the places designated for that purpose.
14. Keep stuff on a windowsill from the outside and throw it out of a window.
15. Keep any stuff in Dormitory corridor.
16. Throw rubbish and other waste into toilet facility and sewer system which are not designated for that purpose and which blocks pipes.
17. Smoke on all of campuses of the University of Opole.
18. Start fire alarm without any justification.

## **§ 9**

### **A ban on the sale and use of psychoactive substances**

It is forbidden to sell, use, and own psychoactive substances in Dormitory. Disregard for these bans and disturbance of the peace shall result in sanctions specified in the Regulations.

## **§ 10**

### **Accommodation Fee**

1. The amount of fees payable for accommodation in a dormitory shall be determined by the Rector in consultation with the Dormitory Board.
2. The Institution is not responsible for any errors in posting the payment resulting from entering a wrong bank account number or any similar errors.
3. Monthly payment for dormitory accommodation from residents who are students of the Institution shall be made no later than the 20<sup>th</sup> day of every month by bank transfer to the bank account designated in USOS system (student's individual bank account).
4. The payment date is the date of posting the payment into the designated bank account.
5. Monthly payment for dormitory accommodation from residents who are not students of the Institution shall be made by cash at the Administration of "KMICIC" Dormitory no later than the 5<sup>th</sup> day of every month.
6. Resident who failed to make the payment in time due to temporary financial problems may apply for an extension of the payment deadline.



7. Making timely payments is one of the criteria deciding if the student can keep the right to accommodation for the following academic year.
8. No statutory interest shall be charged in case of delayed payment for accommodation if the Institution failed to transfer the maintenance grant payment in time. This applies only to the time of delay of such grant.
9. In case of temporary quartering, persons using guest rooms or student rooms, shall make the payment by cash at the Administration of "KMICIC" Dormitory. In justified cases, the Administrator, upon the Consultant's request, may extend the payment date to one month, including the statutory late fees.

## **§ 11**

### **Other fees**

1. In case of:
  - 1) persons designated by Rector, Vice-Rector for Academic and Student Affairs, and the Chancellor,
  - 2) Security members,
  - 3) Council of Residents,
  - 4) children of residents,
  - 5) President of the Students' Union of University of Opole,
  - 6) members of the dormitory board,
  - 7) persons designated by the dormitory board

the amount of fees payable for accommodation in a dormitory is determined according to the Resolution of Vice-Rector for Academic and Student Affairs.

## **§ 12**

### **Overnight stays**

1. In special cases, the Consultant may grant permission for an overnight stay to guests of a resident. The permission may be granted after receiving approval from the resident's roommates.
2. The resident shall apply a written request for permission for an overnight stay of their guests to the Consultant, during the office hours of the Administration.

3. Giving overnight accommodation in dormitory rooms to unauthorized persons is forbidden and shall result in losing the accommodation allocation.
4. During the student festival “Piastonia” permissions for overnight stays will not be granted. Such permission will be granted only up to the third day before the event.
5. Every resident of the dormitory has the right to obtain permission for their guests to stay at guest rooms on terms determined by the Administrator and for a fee which is determined by the Rector’s resolution.

### **§ 13**

#### **Passes**

1. A pass is a permission for a resident’s visitor to stay at the dormitory after 9:30 p.m.
2. Passes can only be granted to residents who are students of the Institution. A student has the right to obtain 3 passes per month. Any subsequent passes can be issued after making a payment which is determined by the Administrator in consultation with the dormitory board.
3. Passes shall be issued by the Council in a way determined in consultation with the dormitory board and announced to the residents.
4. The Council keeps a record of all issued passes.
5. Passes cannot be granted to unauthorized persons, meaning those who:
  - a) are not residents of the dormitory,
  - b) do not make regular payments for accommodation in the allotted time.

The Consultant shall send the list of unauthorised persons to the Council.

6. The Security, in consultation with the Council, has the right to cancel a pass in justified cases.

## **Chapter III**

### **Rules for using dormitory accommodation**

#### **§ 14**

##### **Entering the dormitory**

1. In the hours between 7:00 a.m. and 9:30 p.m., entrance to the dormitory is open. Persons who are not residents of the dormitory are obliged to show an identity document to the doorman and give the room number they are visiting.
2. All persons who do not have a valid resident card of a given dormitory or a pass, are obliged to leave the dormitory no later than 10:00 p.m. or they shall pay an overnight stay fee at the reception desk of an amount determined by the Rector.
3. Between hours 9:30 p.m. and 7:00 a.m. the doorman shall admit only persons who show a valid resident card or a pass. If a resident does not have the card with them, they can be let in upon showing another document (ID card, student ID card, index book, driving license, passport), based on which their identity can be confirmed and checked against the list of residents of a given dormitory.
4. Between hours 9:30 p.m. and 12:00 p.m. residents of all dormitories can enter and stay at another dormitory upon showing a valid resident card.
5. Members of the dormitory board and their proxies can freely stay at any dormitory. Members of the dormitory board shall have a valid ID card of the Students' Union. Current list of members of the dormitory board shall be kept at the reception desk of every dormitory.

#### **§ 15**

##### **Restrictions of Access**

1. The Administrator can impose restrictions concerning entering a dormitory after 9:30 p.m. only in justified cases and in consultation with the Council. Information of such restrictions shall be announced at least a day in advance.
2. The Administrator, after consultation with the Council, can ban from entering persons who are not residents of the dormitory and who violated the Regulations or principles of community life.
3. Drunk or intoxicated visitors are not allowed to enter the dormitory.

## **§ 16**

### **Visiting**

1. Visiting in rooms after 10:00 p.m. must be authorized by all residents of a given room.
2. In case of any damage done by the visitor, the hosting resident shall bear full material liability in line with general conditions provided by the law.

## **§ 17**

### **Quiet hours**

1. Quiet hours at the dormitory are in effect from 11:00 p.m. to 6:00 a.m.
2. During quiet hours all persons staying at the dormitory are obliged to act in a manner that does not compromise other persons' right to rest.

## **§ 18**

### **Keys**

1. When collecting room keys, the resident is obliged to show the resident card to the person authorised to hand the keys. The keys can only be collected by the resident personally.
2. Upon leaving the dormitory, the resident is obliged to leave the keys at the reception desk.
3. Making additional keys and changing or mounting additional locks without the Consultant's approval is forbidden.

## **§ 19**

### **Common rooms**

1. Common rooms located at the dormitory shall be governed by the dormitory board and the Administrator.
2. Allocation of rooms for student purposes shall be done by Chancellor upon the Administrator's request.

## **§ 20**

### **Resident obligations**

1. All persons staying at the premises of the dormitory are obliged to follow the Regulations, Rector's, Administrator's, and Council's resolutions.

2. In case of violating terms of the Regulations, a resident receives a warning (which is valid for the entire period of residing). Another violation of terms of the Regulations shall result in a written reprimand which will forbid the student to live at the dormitory in the following academic year. Information of the reprimand shall be passed along to the Student's Affairs Office.
3. The Resident can redeem their violation of the Regulations through voluntary work for the dormitory. The work shall be assigned by the Consultant, in consultation with the Council.
4. The Administrator, in consultation with the Rector and dormitory board, can implement additional statements concerning material liability.

## § 23

### **Animals in the Dorm**

1. The resident of Dormitory is entitled to be housed on the dorm with an animal, only upon applying to Dormitory Council a written submission, along with immunization record card of the animal and written consent of co-residents occupying the same room:
  - 1) in case of a room located in a unit – a written consent of all residents of the unit;
  - 2) in case of other rooms – a written consent of residents of five directly neighbouring rooms.
2. A person with an animal applying for residence authorisation in the student dorm shall obtain the agreement of the Dormitory Council and the Dormitory Board.
3. The owner is solely responsible for damage caused by the animal.

Moving in with an animal without having a required agreement and breach of the provisions covered by Act 4 is a basis to deprive a student of the accommodation in Dormitory.
4. The resident of Dormitory owning an animal is obliged to:
  - 1) Take an animal for a walk using appropriate equipment, which enable moving freely around the Student Dorm (i.e. in case of a dog – a leash)
  - 2) Cleaning up after an animal
  - 3) Not bringing an animal to sanitary facilities – kitchen or bathrooms
5. The resident of Dormitory owning an animal is obliged to bear a surcharge on housing the animal in the room. The amount of the charge is fixed by the Administrator in agreement with the Dormitory Board.

6. The co-resident of the animal's owner may withdraw his or her consent by submitting an application to the Consultant for removal of the animal by the owner. After submission of the said application, the owner has 14 days to remove the animal from the dorm. In case of change of residents referred to in Act 1, a consent may be withdrawn by new co-tenants.

7. In the event of no possibility to quarter another resident to the room of a student owning an animal, based on a refusal of other student to share a room with it, the owner is obliged to move out the animal or to pay a charge for unused places in Dormitory which is included in the price list.

## **§ 24**

### **Administration Liability of the University of Opole**

The Administration of Dormitory, unless otherwise is not provided by the mandatory provisions of law, shall not be liable for:

- 1) items belonging to a student which are left unattended on the site of the dorm during the academic year,
- 2) items belonging to a student which are kept in an incorrectly secured or unlocked room during the academic year,
- 3) items left by a student in the accommodation, after his or her moving out by reason of the end of the academic year,

## **§ 25**

### **Room Access**

1. Consultant or door-keeper, together with at least one member of the Counsel or Security may perform the committee supervision in the room, if there are no residents. In the event when there is at least one resident of the room, the requirement of the Counsel's member or Security's attendance is void.

2. In case of the installation failure (i.e. water or heating), a worker of a renovation team may enter the room, provided he or she is accompanied by an Administration of Dormitory employee or a member of the Counsel or Security.

## **Chapter IV**

### **The Council of Residents of the Student Dorm**

#### **§ 25**

##### **General Jurisdiction**

1. The Council is a body of the Student Government, which represents an entirety of the Student Dorm residents. If the Counsel is unable to temporarily perform its responsibilities, the Council's expertise is taken over by the Dormitory Board.
2. The Council, along with the Consultant and the Security, is responsible for organizational and ordinal issues.
3. All residents of the Student Dorm are obliged to cooperate with the Council and to abide by its resolutions.

#### **§ 29**

##### **Rights and Obligations of the Council**

1. The Council has the right to:
  - 1) report problems related to habitation in Dormitory to the Consultant or Administrator,
  - 2) in justified circumstances, perform the committee supervision in the room with Consultant or door-keeper,
  - 3) put forward a motion to the Administrator in order to deprive a person who flagrantly breaches the conditions of the statute of his or her room in Dormitory,
  - 4) report each fault on the site of the dorm to Consultant,
  - 5) conduct and inspection of rooms every 2 months and submit results to Consultant,
  - 6) closely cooperate with Board and submit a report of Council's activity each 3 months.
3. The Council is obliged to organize at least 1 event for residents of the dorm in the semester. The event may be integrated, entertaining, artistic, scholarly, or cultural.
4. The Board reviews the activities of the Council.

## **§ 30**

### **Constitution and elections**

1. The number of members of the Council is fixed on the basis of the principle, that for each opened 100 students in the dorm there is 1 member of the Council.
2. The composition of the Council constitutes candidates who obtained the highest number of votes.
3. Voting rights and eligibility to stand for election is owed to students of the University of Opole, who are residents of a given dormitory.
4. The Council elections are held by the Board.

## **§ 31**

### **Term of office**

1. The term of office of the Council is 1 calendar year and it begins 7 days after the elections.
2. The term of the office of the member of the Council expires ahead of schedule on the day of: graduation, the loss of the status as a student, suspension of student rights, loss of function by virtue of law, valid disciplinary punishment, judgment validation for intentional offence, or death.
3. In case of the member's office term expiration ahead of schedule, by-elections are to be conducted.
4. Office term of a member referred to in pt. 3 lasts until the day of expiration of the term of his or her predecessor.

## **§ 32**

### **Removal**

1. In the light of evident irregularities or avoidance of acting out responsibilities, the Student Board of the University of Opole may, upon application of the Council, the Board, 1/10 Student's Dorm residents, or Administrator, remove by the majority of votes the Council or its particular members.
2. In case of removal of the whole Council, the new elections need to be held. Office term of a new council lasts until the day of expiration of the term of the removed council.



3. To remove members of the Council herein provisions of the statute of the Student Government Council about removal of a person serving in the Council shall apply.

### **§ 33**

#### **Not carrying out duties**

1. If a member of Dormitory Council would not carry out his/her duties, the administrator on request of the Administration or the other members of the Council, may deprive the mentioned above member his /her dormitory discount for one month.
2. A person who was deprived of the discount for one month according to the 1st paragraph, cannot stand for Dormitory Council election after his/her cadence is over.
3. If the situation described in 1 paragraph will take place twice, may cause the Administration to dismiss this person from his/her position as a member of the Dormitory Council.

### **§ 34**

#### **President of Dormitory Council**

1. The council choose the president among each other with a simple majority.
2. The president or a person, who is empowered by the president, probates with his/her name all Council's documents.
3. President of the council is a member of the Student Parliament. During the last meeting of the Students's Parliament in the academic year, the President presents a report of Council's activities, including the information about organised parties/events.
4. The council can dismiss the President with simple majority of votes.

## **Chapter V**

### **Security**

### **§ 35**

#### **General regulations**

1. Security is a form of resident's activity, which aim is to protect the safety, peace and order in Dormitory.
2. The security report to Specialist and helps janitors.

3. The Administration cooperates with the Security and gives advice about supervisory activities of the Administration.

## **§ 36**

### **Members of the Inner Security**

1. Only a person with a blameless reputation and characteristics useful to serve as Member of Security can become one.
2. To become Member one must be resident of a particular Dormitory. Precedence to be Member of Security have students of Institution, next students of other academies, and last person who are not students.
3. Members of the Board, Revision Commission of the Students Council and the Council cannot become Members of Security.
4. Person who is willing to serve in Security is ought to declare it in writing.
5. Security is composed of 6 people in every Dormitory. Admission to Security is wheeled by Administrator upon the request of Consultant. The condition of convening a person to Security is the acceptance of his/her candidacy by the Board.
6. Every candidate is obliged to undergo probation. Chief of Security announces recruitment to Security on 5th of May each year. Candidates serve with Members of Security on their shifts. The amount of shifts is decided by Chief of Security. Candidates are obliged to serve during Students Carnival "Piastonia". After the probation Chief of Security gives opinion about each candidate. Under extraordinary circumstances candidate can become a Member of Security without undergoing probation if there is agreement from Consultant and Board.
7. Board gives the decision of accepting or not accepting candidate based on the opinions of Janitors, Council and Chief of Security.

## **§ 36**

### **Loss of function and Cancellation**

1. Membership in Security ceases before its term if: Member resigns, gets called off, losses membership by law, losses residence in Dormitory, validation of a court sentence for intentional crime, or death. In the case of students, membership in Security ceases if students are suspended in the rights of students or valid disciplinary punishment.

2. Upon the request of Board, Administrator can call off member of Security, if he/she avoids to do his/her duty, committed intentional crime, severely violated the Regulations, or in another way lost social trust.

### **§37**

#### **Inner Security Management**

1. Members of Security in particular Dormitory choose among themselves the Chief of Security. In the case of lack of choice, Chief of Security is picked up by Board in agreement with Consultant. Chief of Security manages its functioning and legalises Security documents with his/her signature. Chief attend Board's meetings in an advisory capacity.
2. Under justified circumstances, Administrator upon the request of Board can deprive Chief of Security of his/her position.

### **§38**

#### **Principles of Inner Security's action**

1. Security performs its duties without using the means of direct coercion. If necessary, Security is obliged to notice security of Institution or Police.
2. A Member of Security can act after showing a document that authenticates performing his/her function.
3. A Member of Security can act only on the premises of the Dormitory of which he/she is resident. Member of Security can act on the premises of another Dormitory upon the request of Security or another Dormitory.
4. During "Piastonia," "Zimowa Giełda Piosenki," "Wielkie Grillowanie," and "Otrzęsiny" Members of Dormitory's Security performs other actions on the premises of the Institution's campus, in the range of time and tasks determined by Board.

### **§ 39**

#### **Powers of Inner Security**

1. Security has the right to enter a room, of which residents or their guests are not comply to the law and the Regulations.
2. Security can ask a resident to show his/her resident's card or entrance pass and a ID to check if this person is qualified to be on the premises of Dormitory. In the case of refusal,

Security can command the person to leave Dormitory. In the case of refusal to leave, Security is ought to ask Police or security of Institution's campus for help.

3. Security can ask a person, who dwells on the premises of Dormitory, for ID, in order to check his/her rights to be on the premises of Dormitory. In case of refusal, Security is ought to ask Police or security of Institution's campus for help.

4. Security have the right to take away a resident card from a Resident who is not complying to the Regulations of Dormitory. Security gives the card to the administration of Dormitory (resident, whom the Security had taken away the resident card should go to the administration and give explanation.) After getting the card, Consultant can decide to punish the resident with reprimand.

5. According to § 13, paragraph 6 of Regulation, Security has the right to annul the resident card.

6. Security can make a request to Consultant to punish a resident with a reprimand.

7. Security do not let on the premises of Dormitory person without rights to enter Dormitory after 10 p.m.

## **Chapter VI**

### **Local Administrator of ASKUO network**

1. Local Administrator is elected in October for the forthcoming academic year. Tasks of Local Administrator are described in attachment no. 6 of the Regulation.

2. Local Administrator is elected by the Board, which declares the candidate to IT Centre of University of Opole. Local Administrator is obliged to report for duty in IT Centre immediately after approval.

3. Board call off Local Administrator, who do not perform his/her duty or performs it in defective manner.

4. If Local Administrator resigns, he/she has to inform about his/her resignation a month in advance.

5. During the spring break, on the Institution's campus works one Local Administrator.

## **Chapter VII**

### **Concluding Regulations**

1. Student's Parliament of the University of Opole can make changes in Regulations with simple majority. Changes enter into force the moment they are accepted by the Rector by ordinance.
2. In extraordinary circumstances, Administrator can make temporary changes in Regulations by courtesy of Board. The amendment requires approval of the Student's Parliament of the University of Opole in a period of month, otherwise the temporary changes approved by Administrator are not binding.
3. Student's Parliament of the University of Opole can make changes in attachment no.6 only if they are accepted by the IT Centre of University of Opole.

#### Attachments:

1. Contract
2. Application for students for the period of holidays
3. Application for outsiders for the period of holidays
4. Application in case of so called free rooms
5. Declaration
6. Regulations for using Computer Network of the University of Opole.



*Appendix no.1  
to The Statute of the Dormitory  
of the University of Opole*

### **Campus of the University of Opole**

**Contract no.** \_\_\_\_\_ dated \_\_\_\_\_ in Opole

Between:

**The University of Opole** located **45-040 Opole, Plac Kopernika 11 A**

corresponding address: **45-040 Opole, Plac Kopernika 11 A** represented by

---

and

**Mr/Ms** \_\_\_\_\_

first name

second name

**Index book number:** \_\_\_\_\_

**Personal number (PESEL):** \_\_\_\_\_

**Identity card number:** \_\_\_\_\_

**The area of study:** \_\_\_\_\_

**Parents' names:** \_\_\_\_\_

**Permanent place of residence:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

hereinafter referred to as a **Student/Graduate Student**.

§1

The University of Opole is obliged to accommodate the Student/Graduate Student in The Dormitory of the University of Opole in the period from \_\_\_\_\_ to

\_\_\_\_\_.

§2

The Statute of the University of Opole determines the general rules, laws and obligations of the resident.

The Statute of the University of Opole is available on the website:

<http://kampus.uni.opole.pl/akademik-krok-po-kroku/>

§3

The payment must be settled by the Student/Graduate Student monthly, in advance, by the 20<sup>th</sup> day of every month to the Student/Graduate Student's individual bank account Bank Zachodni WBK S.A. no. \_\_\_\_\_ with the description of an academic year and proper month for which the payment is settled.

§4

The contract is prepared in two identical copies, one for each Party.

date and signature of authorized person      date and signature of the resident of Dormitory  
.....

I declare that I have read the The Statute of the Dormitory of the University of Opole.

I agree to have my personal data processed by the Administration of the Campus of the University of Opole in compliance with the Polish law from August 29, 1997 (i.e. Dz.U. 2016.922)

Opole, date .....      Resident's signature.....



**APPLICATION**  
**for a place/room in The Dormitory of the University of Opole**  
**during the summer holiday for UO's students**

..... Opole .....

first name and second name

.....

.....

place of residence / (Dormitory, room number)

.....

telephone number / e-mail

.....

name of the university(academy) / school

.....

index book number

**Chancellor of the University of Opole**

I would respectfully request granting me a place in Dormitory  
..... in a period of summer holiday from..... to  
.....

The reason of my request is motivated by the fact  
that.....  
.....  
.....

.....  
*requester's signature*

In compliance with the Art. 23 item 1 section 1 of Polish law from August 29, 1997, Act of the Protection of Personal Information (full text is available: Dz.U. 2016.922) I give a permission to collect and process my personal information for the purpose of granting a place and accommodation in the Dormitory.

.....  
*date and requester's signature*





Appendix no.3  
to The Statute of the  
Dormitory of the University of Opole

**APPLICATION**  
**for a place/room in The Dormitory of the University of Opole**  
**during the summer holiday for non-students of UO**

..... Opole .....

first name and second name

.....  
.....  
place of residence / (Dormitory, room number)

.....  
telephone number / e-mail

**Chancellor of the University of Opole**

I would respectfully request granting me a place in Dormitory  
..... in a period of summer holiday from..... to  
.....

The reason I request is that  
.....  
.....  
.....

.....  
*requester's signature*

In compliance with the Art. 23 item 1 section 1 of Polish law from August 29, 1997 Act of the Protection of  
Personal Information (consolidated text:

Dz.U. 2016.922) I agree to collection and processing my personal data for the purpose of granting a place and  
accommodation in the Dormitory.

.....  
*date and requester's signature*



Appendix no. 4  
to the Regulations of Dormitories  
of University of Opole

### APPLICATION

for the place/room in the dormitory

### of University of Opole within the limits of vacancies

.....  
first name and second name

Opole.....

.....  
.....  
address

.....  
phone no./e-mail

**Chancellor of University of Opole**

I respectfully request for the assignment of a place in the ..... dormitory.

The reason for this request

is.....

.....  
.....

.....  
*requester's signature*

*I hereby give consent for my personal data included in my application to be processed for the purposes of the assignment of place and accommodation process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2016, item 922 as amended.*

.....  
*date, requester's signature*



Appendix no. 5  
to the Regulations of Dormitories  
of University of Opole

.....  
(First name and second name)

Opole, date.....

.....  
(Address, Place of residence)

.....  
(Year and studies – full-time studies)

.....                      .....

(index no.)                      (phone no.)

**STATEMENT**

I hereby declare, that in the current academic year I am accommodated in  
..... dormitory, room .....

I would like to further express my will to stay in ..... dormitory during academic  
year .....

I hereby declare, that the financial situation in my family, in relation to the one on the  
basis of which I obtained the right to live in the dormitories of University of Opole, has  
not changed.

I hereby declare, that I have read and understood University of Opole Rector's Decree  
"Regulations for Dormitories of University of Opole" as well as the attachment: "Terms  
of use for Academic Network of University of Opole", and I pledge myself to follow the  
rules contained in the regulations mentioned above.

.....  
(Signature of the dormitory manager)

.....  
(Student's signature)

REMARKS:

## **Terms of use for Academic Network of University of Opole (ANUO)**

### **§1**

#### **General regulations**

1. Residents of “Kmicic”, “Niechcic”, “Spójnik”, and “Mrowisko” (re. renovated part) dormitories can connect their personal computers to Academic Network of University of Opole, which will grant them access to the INTERNET. Such computer must be equipped with Ethernet network adapter 10 or 10/100 Mbps and RJ-45 connector.
2. In every room, there are 1 or 2 RJ-45 network sockets and 1 or 2 electrical outlets for separate power grid (230V) used for plugging computer devices only.
3. To not mistake them with electrical outlets for general use, separate power grid outlets are marked red (with the exception of Niechcic dormitory).
4. Plugging in anything but computer devices to separate power grid is forbidden. It might result in severe damaging of computers and other active devices in the network.
5. Active devices of ANUO and structural cabling installed in dormitories are properties of the University.
6. Information Technology Centre (the Administrator of ANUO) is responsible for configuration and maintenance of ANUO.
7. Regulations of ANUO, hereinafter Regulations, is an agreement on the use of computer network, between ANUO administrator and network user, i.e. the resident of a dormitory. Regulations are available in writing at manager’s or consultant’s office, as well as in electronic version at [www.centrum.uni.opole.pl](http://www.centrum.uni.opole.pl) and [www.askuo.uni.opole.pl](http://www.askuo.uni.opole.pl).
8. In case of disputes between ANUO user and Information Technology Centre (the Administrator of ANUO), the rights to interpret this Regulations belong to Information Technology Centre.
9. The use of ANUO is free and available in rooms with the higher standard.
10. Network works every day of the week, round the clock, with the exception of periods that are dedicated for network maintenance or repairs.

11. September is a month dedicated for maintenance of network devices and structured cabling of ANUO. Frequent breaks with access to the ANUO and INTERNET may occur during this time.

## § 2

### **Connecting to ASKUO Network**

1. Only computers owned by dormitory residents can be connected to the network.
2. If a person who is not a dormitory resident (a visitor) connects their computer to ASKUO network, the person who allowed this bears the responsibility for it.
3. The number of electric sockets and keystone module installed in a room varies depending on the dormitory. In Kmicic: 1 keystone module and 1 electric socket; in Niechcic, Spójnik, and Mrowisko: 2 keystone modules and two electric sockets.
4. User is obliged to purchase the network elements necessary for connecting the computer to the ASKUO network, i.e. a network interface controller and the Cat5e patch cord (network cable with RJ-45 connectors on both ends, which connects the computer to keystone module).
5. One computer set can be connected to one keystone module and one dedicated electric socket.
6. If there are more computers that need to be connected than keystone modules in the room, use the network switch (SWITCH or HUB). Connect the network switch to the keystone module and the computer to the socket in the network switch (SWITCH or HUB). If it is necessary to connect several computers (computer equipment), use a power strip equipped with a line filter. Students can rent a network switch from Administrator on the rules set by manager but a power strip should be purchased individually in any computer store.
7. Student organizations can get connection to ASKUO network at the request of Student Council approved by Vice-Rector for Academic and Student Affairs.
8. It is prohibited to connect any other network devices that are not computers (i.e. a router, access point, print server, etc.) to the network without the approval of ASKUO Administrator.
9. The computer connected to the network must be functional and properly configured. This applies mainly to the installation of the network interface controller with the drivers and the appropriate configuration of the operating system, internet browser, and network protocols TCP/IP (recommended automatic configuration – DHCP).
10. The TCP/IP configuration for the network interface controller is done automatically (via the DHCP protocol) after connecting the computer to the ASKUO keystone module using a

network cable (patch cord).

11. The number of computers that can be connected to the network is limited by technical capabilities and the number of IP addresses assigned to ASKUO.

12. ASKUO Administrator decided on the allocation of IP addresses.

### § 3

#### **ASKUO Local Administrator**

1. Local administrator is appointed for a given academic year by Dormitory board at the beginning of a given academic year. Only one person per academic campus can be appointed.

2. In case of problems with accessing the Internet, the user first asks Local administrator for help.

3. Name, surname, and the place of accommodation of Local administrator are announced on the [www.askuo.uni.opole.pl](http://www.askuo.uni.opole.pl) and on notice boards located in the dormitory halls.

### § 4

#### **Using ASKUO Network**

1. User can use the network provided that the Regulations as well as general rules of using the Internet (netiquette) are complied with.

2. User who violated the Regulations can be temporarily or completely banned from using the network.

3. A person who violated the privacy of other network users or ASKUO Administrator and uses offensive vocabulary will be banned from using ASKUO network.

4. It is also possible for User to get access to the Internet on an equal basis, through the Metropolitan Area Network in Opole (MAN Opole).

5. It is forbidden to perform activities that may disrupt the operation of ASKUO network, such as disconnecting cabling, replacing network elements, software, etc. The Person who modifies network elements or changes the network topology without the consent of ASKUO Administrator, bears sole responsibility.

6. All attempts to attack networks or computers are forbidden, e.g. DOS attack (disabling network services), sending spam, etc.

7. It is forbidden to run servers such as WWW, FTP, Peer2Peer, WFNS, DNS, DHCP, SQL, PROXY, Gopher, etc.

8. ASKUO Administrator has no obligation to facilitate local resources of other network

users.

9. ASKUO Administrator is not liable for system malfunction caused by users of factors beyond Administrator's control, e.g. system or external operator's link failures.

10. In case of network failure, ASKUO Administrator guarantees fixing the lack of ASKUO network and the Internet access (unless it is caused by weather or factors dependent on other operators with which ASKUO Administrator is connected) within 24 hours from the time of reporting the failure (from Monday to Friday).

11. If the failure occurs on Saturday or public holidays, it will be fixed within the first working day following.

## § 5

### **Rights and Responsibilities of Network User**

1. ASKUO network users have equal rights to use its resources.

2. ASKUO network user is obliged to protect personal goods (data) stored in the computer systems they use.

3. Computer system user is obliged to protect their data by using passwords securing access to data and their periodic change, not sharing security passwords and his computer with third parties.

4. Network user must comply with the recommendations of ASKUO Administrator in matters concerning the security and operation of computer networks and systems, as well as the efficiency of their exploitation.

5. The user is required to use only legal (licensed) software. In the case of using unlicensed software, user is responsible for the infringement of copyright and license agreements.

6. The user is obliged to use the network services in accordance with legal requirements and not to use ASKUO network to conduct any commercial or illegal activity (including downloading and dissemination of unlicensed software, audio and video recordings, as well as all other content protected by law; this applies in particular to Peer2Peer type programs, such as Kazaa, E-Mule, DC, DC +, BitTorrent and similar).

7. The user bears full legal, financial, and compensatory liability on general principles set out in the law for damages caused by their activities and for activities caused by third parties using the network resources with the user's (and/or user's guest) computer, both with and without the user's consent and knowledge.

8. The user is forbidden to take steps to gain unauthorized access to network or computer

resources, e.g. impersonating other users, monitoring links, or scanning ports. The user also cannot attempt to use protected resources if he/she does not have appropriate authorization.

9. In justified cases, the user can get a special permission to run a specific server service. This requires the authorization of ASKUO Administrator. In this case, the concerned party should submit an appropriate justified request in writing to ASKUO Administrator. The application will be processed within 3 working days from the date of delivery.

10. The user bears full financial responsibility for the electric sockets and keystone modules entrusted to him.

## **§ 6**

### **Final Provisions**

1. ASKUO Administrator is not responsible for the breach of privacy and other misuses caused by ASKUO network users.

2. ASKUO Administrator is not liable for the equipment damage or malfunctioning of software on users' computers, especially for limitations in the access to the Internet due to improper configuration of the operating system, network connection, or applications, i.e. network browsers, e-mail applications, communicators, etc.

3. The person who breaks the Regulations may be banned from using ASKUO network at the request of the Local administrator or ASKUO Administrator. In case of material damage due to breaking the regulations, the user may be charged for repair costs. The user has the right to appeal against Administrator's decision to Vice-Rector for Academic and Student Affairs.

4. Regulations are to be announced publicly in dormitories and on the websites of the IT Center ([www.centrum.uni.opole.pl](http://www.centrum.uni.opole.pl)) and of ASKUO network ([www.askuo.uni.opole.pl](http://www.askuo.uni.opole.pl)).