

Consolidated text prepared on the basis of:
Regulation No. 47 of 9 September 2016;
Regulation No. 25 of 10 May 2019;
Regulation No. 41 of 4 May 2020;
Regulation No. 96 of 13 October 2020;
and Regulation No. 68 of 24 September 2021
Legal status in force as of 24 September 2021

RECTOR
OF THE SGH
WARSAW SCHOOL OF ECONOMICS

ADOIL.021.229.2016

REGULATION NO. 47

of 9 September 2016

concerning the SGH Student House Regulations

Pursuant to Article 66(2) of the Act of 27 July 2015 – Law on Higher Education (Polish Journal of Laws of 2012, item 572, as amended),¹⁾ it is hereby ordered as follows:

§ 1

Hereby, the SGH Student House Regulations, constituting an appendix hereto, are brought into force.

§ 2

The following Regulations shall be repealed:

- 1) Rector's Regulation No. 38 of 24 September 2014 concerning the SGH Student House Regulations;
- 2) Rector's Regulation No. 46 of 6 November 2014 amending Rector's Regulation No. 38 of 24 September 2014 concerning the SGH Student House Regulations;
- 3) Rector's Regulation No. 66 of 23 September 2015 amending Rector's Regulation No. 38 of 24 September 2014 concerning the SGH Student House Regulations;

¹⁾ Amendments to the aforementioned Act have been announced in the Polish Journal of Laws of 2017, item 2201, and of 2018, items 138, 650, 730, 912, 1000, 1115, and 1693.
The Act was replaced with the Act of 20 July 2018 – Law on Higher Education and Science (Polish Journal of 630 Laws of 2021, items 478, 619, and 1).

§ 3

This Regulation shall enter into force on the date of its signature.

RECTOR

dr hab. Marek Rocki, associate

professor at SGH

SGH STUDENT HOUSE REGULATIONS

Chapter 1

General Provisions

§ 1

SGH Student House Regulations, hereinafter referred to as "Regulations," shall be applicable within the premises of SGH student houses, i.e.

- 1) Student House No. 1 "Sabinki" at al. Niepodległości 147, 02-555 Warszawa;
- 2) Student House No. 3 "Grosik" at ul. Madalińskiego 31/33, 02-544 Warszawa.

§ 2

1. The student house (SH) is a place of temporary residence for:

- 1) SGH students, referred by the Residence Halls Committee of the SGH Students' Union (RHC) and the Student Grants Appeals Committee (SGAC);
- 2) SGH PhD students, referred by the Doctoral Student Grants Appeals Committee (DSGAC);
- 3) foreign SGH students, referred by the Head of the International Centre (IC) or a person authorised by them in relation to the performance of international agreements concluded by the School;
- 4) persons with disabilities (SGH students, SGH PhD students, foreign SGH students), referred by the Head of the Office for People with Disabilities (OPD) or a person authorised by them;
- 5) foreign SGH students enrolled on an undergraduate or graduate programme, referred by the Head of the Admissions Office (AO) or a person authorised by them;
- 6) other persons (unaffiliated with SGH), referred by the Head of the Student Housing Office (SHO) or a person authorised by them, or by DSGAC – in cases when, after accommodation of students, there are vacant places remaining in the RHC pool or the DSGAC pool, respectively; in case of places at the disposal of IC, AO, and OPD the decision on their allocation to unaffiliated persons shall

be made by the Head of SHO or a person authorised by them only upon transfer of these places to RHC.

2. If provided for in the referral, residents shall also include the spouse and minor children of the referred person.
3. The number of places in the SH allocated to the respective groups referred to in section 1, arranged by type, shall be determined by the Chancellor in consultation with authorities in charge of place allocation.

§ 3

1. Persons other than those specified in § 2(1) and (2) may be accommodated in SH guest rooms designated by the Chancellor. Decisions on the allocation of guest rooms shall be made by the Head of SHO.
2. Guest room usage fees and charging rules shall be specified by the Chancellor by way of a Regulation.

§ 4

1. The School bears no responsibility for SH residents' private belongings.
2. SH Administration provides residents with suitable conditions for study, work, and leisure.
3. Residents may engage in cultural and social activities within SH premises under rules generally applicable at the School.

§ 5

1. SH premises not used for residential purposes may be rented out upon the consent of the Chancellor.
2. /repealed/

Chapter 2

Allocation of places for SGH students and PhD students

§ 6

1. SH accommodation shall be allocated on the basis of referrals issued by the relevant authority referred to in § 2.
2. Applications for SH accommodation for the following academic year must be submitted by the deadlines specified by SHO (made publicly available at www.sgh.waw.pl/bds).
3. /repealed/

4. For SGH students, the procedure for submitting applications for SH accommodation and the priority order for the allocation of places shall be specified in the Rules and Regulations of Student Benefits adopted by virtue of a separate Rector's Regulation.
5. A place in an SH shall be granted for the period from the beginning of the academic year until the end of the first term of the summer examination session of that academic year.
6. At the SGH student's or PhD student's request, a place in an SH may be granted for one semester.
- 6a. The SGH student or PhD student who received their referral may resign from their place for the summer semester without having to pay the fees for that semester. Resignation may be accepted on condition that the SGH student or PhD student submit their resignation in writing to SH Administration by 10 January of the given academic year at the latest.
7. The spouse and children of the SGH student or PhD student to whom the place is allocated are also entitled to live in the SH.
8. The SGH student or PhD student shall not be entitled to a place in the SH if they:
 - 1) are taking a break from their studies/education at the PhD School, or are on leave;
 - 2) have commenced studies abroad;
 - 3) /repealed/
 - 4) have received an eviction order (in such case, they may not be given a place in an SH for a period of 5 years from the date of eviction).
9. The validity of the referral for accommodation in an SH expires if the circumstances listed in Section 8 occur after its issuance, and also if the SGH student or PhD student becomes subject to a measure of regulatory liability referred to in § 32(1)(4).
10. SGH students or PhD students who have not been allocated a place at an SH may apply for accommodation on a reserve list (with the exception of persons referred to in Section 8(4)).

§ 7

/repealed/

§ 8

/repealed/

Chapter 3
Accommodation of residents

§ 9

1. SH Administration shall be responsible for accommodating the residents in consultation with authorities in charge of place allocation.
2. Accommodation of persons referred to in § 2(1)(1)-(5):
 - 1) for the academic year or winter semester shall commence seven days before the start of the academic year, and shall last 14 days;
 - 2) for the summer semester shall commence on the first day of classes and lectures of that semester, and shall last 14 days.
- 2a. At the request of a person entitled to temporarily reside in an SH, the deadlines referred to in Section 2 may be changed by the relevant authority in charge of place allocation. SH Administration must be notified of this fact (in writing or by e-mail) immediately, and no later than by the next working day following the decision in this matter.
- 2b. Persons referred to in § 2(1)(6) shall be accommodated within the time agreed with the resident by the Head of SHO.
3. If persons are accommodated on dates other than those specified in Section 2:
 - 1) for cases referred to in Section 2a, fees shall be charged for the whole academic year or the semester for which the resident is given a place in an SH;
 - 2) for cases other than those in Point 1, fees shall be charged starting from the accommodation commencement date.
4. No accommodation is provided during the second term of the summer session of an academic year to persons who have not been allocated a place in an SH for the winter semester of the following academic year.

§ 10

1. In order to be granted accommodation, future residents shall present:
 - 1) /repealed/
 - 2) their student or PhD student card (for students and PhD students) or their identity document with a photograph;
 - 3) their recent photograph in the format required for the student card.
2. As part of accommodation-related activities, SH Administration shall:

- 1) draft the SH Room Usage Agreement;
- 2) prepare the resident card;
- 3) hand over the furnishings from the depot.

§ 11

1. Before commencing accommodation, the resident shall:
 - 1) conclude the SH Room Usage Agreement with the School;
 - 2) become familiar with the fire procedures and occupational health and safety regulations available on the website of SHO.
2. /repealed/
3. Within seven days of accommodation, the resident shall pay the deposit. If no payment is made within the deadline, the Head of SHO or a person authorised by them may terminate the Agreement.

§ 12

1. The SH Room Usage Agreement may be signed by a person who was granted a relevant power of attorney by the Rector.
 - 1a. The Agreement shall be concluded for the period from the accommodation commencement date to the end of the given semester or academic year.
2. The model agreement for the usage of a place in a room at an SGH student house for SGH students or PhD students referred by the Residence Halls Committee of the SGH Students' Union or the Student Grants Appeals, respectively, is attached as Appendix No. 1 hereto.
3. The model agreement for the usage of a place in a room at an SGH student house by a foreign SGH student referred by the Head of the International Centre or a person authorised by them, or the Head of the Admissions Office or a person authorised by them, is attached as Appendix No. 2 hereto.
4. The model agreement for the usage of a place in a room at an SGH student house for persons referred to in § 2(1)(6) is attached as Appendix No. 3 hereto.
5. The model description of room furnishings at the student house is attached as Appendix No. 4 hereto.
6. /repealed/

§ 13

1. Suggested amounts of deposits and other fees shall be set by the Head of SHO or a person authorised by them.

2. RHC and DSGAC shall issue an opinion thereon within seven days of receiving the suggestions.
3. Having read the opinions of the RHC and DSGAC, the Head of SHO or a person authorised by them shall submit to the Chancellor a proposal for the amounts of deposits and other fees.
4. SGH's claims against the resident, including costs incurred to repair damage caused by the resident or outstanding payments, shall be offset against the deposit.
5. The deposit, less any deductions in respect of claims referred to in Section 4, shall be refunded to the moved-out resident in cash or transferred to the account provided within 21 days of submitting the deposit reimbursement application.
6. If the resident does not submit a deposit or overpayment reimbursement application within 12 months from the day they moved out, these funds shall be paid to the current account of the School, and SH Administration shall notify the moved-out resident two months in advance of this.

§ 14

The resident card entitling the resident to occupy the place allocated shall be issued to the resident after they complete the formalities referred to in § 10(1) and (11).

§ 15

1. Subject to Section 4, places shall be allocated in order of application.
2. /repealed/
3. /repealed/
4. Rooms for persons with disabilities shall be allocated in the following order of priority:
 - 1) persons with reduced mobility and severe degree of disability;
 - 2) persons with impaired eyesight and severe degree of disability;
 - 3) persons with reduced mobility and moderate degree of disability;
 - 4) persons with reduced eyesight and moderate degree of disability;
 - 5) persons with other types of disability, taking into account the degree of their disability (severe, moderate, light).

§ 16

If a place in an SH becomes vacant, SH Administration shall notify the authority in charge of place allocation, competent to issue a referral for the place in question, within two days of vacancy at most.

§ 17

In the scope not regulated herein, accommodation rules shall be set by the Chancellor in consultation with authorities in charge of place allocation.

Chapter 4

The rights and responsibilities of residents and guests

§ 18

The residents have the right to:

- 1) make permanent changes to the room's interior arrangement upon the written consent of the Head of SHO or a person authorised by them;
- 2) use any and all facilities and rooms of the SH intended for communal use in accordance with their intended purpose, and – in the case of recreation rooms – subject to compliance with the regulations applicable to respective rooms;
- 3) participate in and organise non-profit events on special occasions, upon the consent of the Vice-Rector for Teaching and Student Affairs, with the date and number of guests being determined in consultation with the Head of SHO or a person authorised by them. In such case, the relevant request shall be submitted at least 10 days before the planned event at the Administration of SH No. 1 "Sabinki";
- 4) have their bedlinen changed at least once every three weeks;
- 5) use the depot during the holiday period;
- 6) submit to the Head of SHO or a person authorised by them proposals concerning improvements to the living conditions of SH residents;

- 7) change their allocated room (upon notifying SH Administration of their wish to do so).

§ 19

Residents are also entitled to stay free of charge in the premises of all SGH Student Houses, based on their resident card. In order to stay overnight free of charge in an SH other than the SH of the resident's accommodation, it is necessary to leave the card at the reception desk of the SH visited by the cardholder.

§ 20

1. Residents may receive external visitors in their rooms.
2. Guests may visit from 7:30 AM to 2:00 AM (which shall not be applicable to guests

staying overnight).

3. In order for a visitor to enter the SH premises, they must leave their identity document at the reception desk and specify the resident they are visiting. One's identity card may not be left as the identity document.
4. Each time a guest does not leave an SH after 2:00 AM, or fails to collect the identity document left at the reception desk – even if they left the SH premises – shall be considered an overnight stay.
5. For a guest to stay at the SH after 2:00 AM:
 - 1) the visited resident and other residents of the room shall give their consent;
 - 2) the fee for overnight stay, as set by the Chancellor, shall be paid at the reception desk.
6. A guest staying overnight may be admitted to the SH premises after 12:00 AM solely upon the prior consent of the employee of SH Administration or reception desk.

§ 21

1. /repealed/
2. If the guest grossly violates the internal rules of order, the SH Administration or the receptionist shall demand that the guest leave the SH premises.
3. If the guest refuses to follow the instructions to leave the SH premises, the employee of the Administration or the receptionist shall call the police.
4. The Rector shall be notified of any and all police interventions.

§ 22

Residents as well as their guests shall:

- 1) observe the provisions of law, and comply with the provisions of these Regulations;
- 2) comply with general safety regulations, including fire protection rules, and immediately notify SH Administration of any hazards in this regard;
- 3) immediately report any malfunctions in SH systems and equipment as well as technical defects and damage to property by making relevant entries in the defect record book at the SH reception desk; reporting a malfunction in the record book shall be considered consent for maintenance to enter the room while residents are away to repair the defects;
- 4) use the SH property and equipment in accordance with their intended purpose;
- 5) keep the premises clean and orderly;
- 6) observe quiet time between 12:00 AM and 6:00 AM within the building, and outside

- the building – in line with the applicable regulations;
- 7) comply with the decisions and recommendations of SH Administration and reception desk with respect to order within SH premises;
 - 8) restrain themselves from behaviour which persistently or grossly violates the principles of social coexistence;
 - 9) restrain themselves from behaviour which might pose a threat to the lives and health of other people.

§ 23

Furthermore, SH residents shall:

- 1) pay the fee for the stay in the SH on time;
- 2) pay the deposit on time;
- 3) present the resident card at the request of employees of SH Administration, reception desk, security firm, and members of RHC or DSGAC;
- 4) immediately notify SH Administration of any changes in their personal details;
- 5) report the absence of their co-resident to the SH Administration if said absence:
 - a) lasts for more than 14 days
 - b) and occurs in potentially concerning circumstances.

§ 24

Within the SH premises it is forbidden to:

- 1) remove SH furnishing from a room or make it available to third parties without the consent of the Head of SHO or a person authorised by them;
- 2) independently install, modify, or repair the power, gas, or water systems; change locks; damage walls;
- 3) install or use machinery or equipment which poses a threat to life or health;
- 4) use in the rooms alcohol stoves or cookers, heaters, and other electrical equipment drawing power with wattage over 2 kW, as well as any extension cords or branching sockets without grounding pins;
- 5) throw into sanitary or sewage equipment any objects which may cause damage thereto or malfunction thereof;
- 6) smoke tobacco outside the spots designated by the SH Administration;
- 7) keep animals without the consent of the Head of SHO or a person authorised by them;
- 8) provide overnight accommodation to third parties who are not residents of the

- given SH without following the procedure under § 20;
- 9) get new keys to any room cut without the consent of the Head of SHO or a person authorised by them;
 - 10) possess, sell, and consume narcotic drugs;
 - 11) sell and consume beverages containing more than 0.5% of alcohol;
 - 12) take out rubbish from the room to a spot different than the rubbish containers at the courtyard belonging to the SH;
 - 13) carry out economic activities without the consent of the Chancellor or Rector;
 - 14) play football, badminton, tennis, etc., roller skating, roller blading, riding on scooters, bicycles, etc. in corridors and rooms;
 - 15) possess bladed weapons, gas pistols, firearms, or pneumatic weapons;
 - 16) store in SH resident's rooms and communal rooms objects the purpose and quantity of which might indicate that they are intended for commercial purposes;
 - 17) store scooters, bicycles, etc. outside the bicycle storage room or other places designated for this purpose at the courtyard belonging to the SH.

§ 25

1. The right to enter and stay at the SH premises shall be refused to persons:
 - 1) whose behaviour raises reasonable concerns as to maintaining safety at the SH – this also applies to persons who reside in a different SH;
 - 2) who have been removed from the SH under the procedure referred to in § 32(2), (3) and (4);
 - 2a) who failed to pay outstanding fees for their place at the SH after receiving an eviction order;
 - 3) whose behaviour violated the SH Regulations – this applies to guests of SH residents.
2. The decision to refuse the right to enter and stay at the SH premises shall be made by the Head of SHO or a person authorised by them.
3. The decision to restore the person's right to enter and stay at the SH premises shall be issued by the Vice-Rector for Teaching and Student Affairs at the request of the resident if, in the course of the investigation, it turns out that the refusal of this right has been unsubstantiated.

§ 26

1. In the residents' absence, SH Administration may enter rooms in order to carry out

activities aimed at ensuring the proper functioning of the building, including, among other things, disinfection, regular maintenance, etc.

2. SH Administration may also enter the rooms in the residents' absence in cases where there is justified concern for the safety of persons or property within the SH premises.
3. The resident shall be informed by SH Administration of the circumstances specified in section 2 prior to their entry into the room, and if this is not possible, immediately after their leaving the room.
4. Consent for SH Administration to enter the room shall be given by the Head of SHO or a person authorised by them.
5. Rooms shall be entered by a three-person committee established by the Head of SHO or a person authorised by them. The committee shall include a student representative designated by RHC or a PhD student representative of PhD designated by DSGAC. For this purpose, the Head of SHO or a person authorised by them shall ask RHC or DSGAC in writing to designate their representative, indicating the purpose, and the date and time when the committee's works shall commence. If RHC or DSGAC provide no response (in writing or by e-mail) confirming the participation of the representative of students or PhD students, or if they fail to indicate the representative, or if the representative fails to appear on the date specified, the committee may enter the room in the absence of the representative of students or PhD students.
6. The appointment of a two-person committee authorised to enter the room without the participation of a representative of students or PhD students shall also be accepted in extraordinary and unforeseen circumstances, including:
 - 1) suspected instances in which a resident might have left power devices on;
 - 2) instances in which windows in a room are found left open;
 - 3) malfunctions of SH systems;
 - 4) urgent technical repairs.
7. SH Administration shall immediately inform the residents of the room (in writing or by e-mail) of their intervention, providing the reason, date, and time the committee commenced its works, along with the list of persons in the committee, unless the committee has entered the room at the request of the resident.

Chapter 5

Fees

§ 27

As regards fees payable by SGH students and PhD students referred by RHC or DSGAC, respectively:

- 1) students and PhD students shall pay the SH room usage fees in full for the whole semester in advance, or in instalments;
- 2) /repealed/
- 3) where the student or PhD student pays the full fee for the semester in advance, and terminates their SH Room Usage Agreement, they shall be reimbursed with the relevant amount for the period remaining after the Agreement termination date;
- 4) /repealed/
- 5) persons commencing accommodation in September (seven days before the academic year commences) who resign from their place in the SH before 1 October shall pay fees for the days they actually resided in the SH;
- 5a) persons accommodated in February shall pay fees for the days they actually resided in the SH;
- 5b) if, upon the consent of SH Administration, a student or PhD student changes their allocated single room for a double room, and *vice versa*, the new fee for the newly allocated room shall be charged starting from the next month;
- 6) persons on the reserve list whose accommodation commenced in the period other than specified in § 9(2), except for the cases referred to in § 9(2a), shall in their first month of residence be charged fees from the date of accommodation, i.e. by multiplying the daily fee referred to in § 30(1a) by the number of days the student was using their room in the SH;
- 7) /repealed/
- 8) /repealed/
- 9) /repealed/
- 10) if the resident terminates the SH Room Usage Agreement effectively, or the term for which the Agreement was concluded expires, they shall settle all liabilities towards SGH before moving out.

§ 28

1. As regards fees payable by foreign SGH students referred by the Head of IC or a person authorised by them and Head of RU or a person authorised by them:

- 1) students shall pay the SH room usage fees in full for the whole semester in advance by the deadline specified in the USOSweb system;
 - 1a) where the student or PhD student has paid the full fee for the semester in advance, and terminates their SH Room Usage Agreement effectively, they shall be reimbursed with the relevant amount for the period remaining after the Agreement termination date;
 - 2) /repealed/
 - 3) /repealed/
 - 4) /repealed/
 - 5) where the student has paid the full fee for the semester in advance, and terminates their SH Room Usage Agreement effectively, they shall be reimbursed with the amount proportionate to the duration of the Agreement;
 - 6) if the resident terminates the SH Room Usage Agreement effectively, or the term for which the Agreement was concluded expires, the student shall settle all liabilities towards SGH before moving out.
2. Foreign SGH students, referred by the Head of IC or a person authorised by them and Head of AO or a person authorised by them, may file a request with the Vice-Rector for Teaching and Student Affairs to substitute the obligation to pay the SH room usage fees for the whole semester in advance with the obligation to pay in monthly instalments. If the Vice-Rector gives their consent in the matter referred to in the previous sentence, SH Administration shall make relevant changes in the USOSweb system.

§ 29

As regards fees payable by persons unaffiliated with SGH, referred to in § 2(1)(6):

- 1) fees for SH room usage for persons unaffiliated with SGH shall be charged for the period declared by the resident and for which the SH Room Usage Agreement was concluded;
- 2) in their first month of residence, persons unaffiliated with SGH shall be charged with fees from the date of commencing accommodation, i.e. by multiplying the daily fee referred to in § 30(1a) by the number of days they were using their room in the SH;
- 3) fees for SH room usage for the period declared by the resident and for which the SH Room Usage Agreement was concluded shall be paid within seven days of the

date of commencing accommodation;

4) /repealed/

5) /repealed/

6) where the person unaffiliated with SGH pays in advance the fee for the whole period declared by them and for which the SH Room Usage Agreement was concluded, and terminates their Agreement effectively, they shall be reimbursed with the relevant amount for the period remaining after the Agreement termination date;

7) if the person unaffiliated with SGH terminates the SH Room Usage Agreement effectively, or the term for which the Agreement is concluded expires, they shall settle all liabilities towards SGH before moving out.

§ 30

1. SH room usage fees shall be paid:

1) in the amounts, within the deadlines, and to the bank account specified in the USOSweb system – for SGH students and PhD students;

2) in the amounts, per the schedule, and to the bank account provided on the date of commencing accommodation by SH Administration – for persons unaffiliated with SGH.

1a. The daily fee referred to in § 27(6) and § 29(2) shall be set by the Chancellor in a Regulation.

2. The obligation to pay the fee shall be considered satisfied only if the funds are credited to the SGH account:

1) for SGH students and PhD students – not later than on the date specified in USOSweb as the payment deadline;

2) for persons unaffiliated with SGH – not later than on the date specified in USOSweb as the payment deadline;

3. If the resident fails to meet the payment deadline, they shall pay statutory default interest in line with the applicable provisions of law.

4. In justified cases, the student or PhD student may apply to the Vice-Rector for Teaching and Student Affairs to postpone the payment deadline specified in the USOSweb system. Where such a postponement is to concern a larger group of residents, the application may also be submitted by the President of the Student's Union or the President of DSGAC.

Chapter 6
Residents' responsibility

§ 31

1. Residents violating these Regulations shall be subject to:
 - 1) regulatory liability;
 - 2) financial liability; and
 - 3) disciplinary liability.
2. Guests of SH residents shall also be subject to regulatory and financial liability. These persons shall also be liable for damage to property at the SH under general rules.

§ 32

1. The Head of SHO or a person authorised by them shall be authorised to apply measures of regulatory liability. These measures include:
 - 1) written reprimand;
 - 2) written warning;
 - 3) SH expulsion order;
 - 4) eviction order.
2. Eviction order may be applied in cases of persisting violations of regulatory principles, obligations, or prohibitions specified in these Regulations, after the resident was reprimanded or warned beforehand; and in the cases of:
 - 1) deliberately causing damage to or stealing property belonging to the SH or its residents;
 - 2) violating the personal inviolability of persons staying at the SH;
 - 3) transferring the use of the allocated place to a person not entitled to use SH accommodation;
 - 4) defaulting in payment for the place at the SH despite receiving written payment requests;
 - 5) deliberately causing a safety hazard at the SH;
 - 6) failing to keep the rooms clean, to an extent causing an epidemiological hazard under the standards applicable to residential rooms;
 - 6a) leaving the recreation room in a state that renders it unfit for use by other residents;

- 7) grossly or persistently violating the principles of social coexistence;
 - 8) being removed from the list of students or PhD students;
 - 9) smoking tobacco outside the spots designated by the SH Administration;
 - 10) persistently violating provisions of law other than those specified in these Regulations, including in reasonably suspected cases of crime.
3. In specific cases which pose a threat to the lives or health of the residents and persons staying within the SH premises, the Vice-Rector for Teaching and Student Affairs may issue an eviction order that is effective immediately. This decision may also be made at the request of SH Administration upon consultation with the authority in charge of place allocation, or at the request of the said authority in charge upon consultation with SH Administration. The Vice-Rector may declare this decision enforceable with immediate effect.
 4. Under an SH expulsion order, the person subject to it shall be forbidden to stay within the SH premises for 24 hours. SH expulsion orders may be used in cases of persistent violations of the rules of order and obligations, or prohibitions specified in these Regulations, as well as in cases specified in § 32(2)(1), (2) and (5). The provision of § 21(3) shall accordingly apply to the enforcement of the said order.
 5. An eviction order from one SH shall be tantamount to being prohibited from entering the premises of both SHs. This shall not apply to eviction orders issued due to the removal of the resident from the list of students or PhD students.
 6. If it is found that a resident does not use their allocated place for a period of 14 consecutive days without justification, the Head of SHO or a person authorised by them shall request the authority in charge of place allocation to waive the allocation of that place.
 7. The eviction order shall constitute the basis for RHC and DSGAC to refuse the person to whom the order applies the right to receive a place in the current year and in the following years.
 8. The application of regulatory liability measures may constitute the basis for RHC and DSGAC to refuse the person to whom these measures apply the right to be allocated a place in the current year and in the following years.
 9. SGH students and PhD students subject to measures of regulatory liability specified in § 32(1)(2)-(4) may not participate as candidate members or members in RHC and DSGAC.

§ 33

1. The resident may appeal against an eviction order in writing within three working days to the Vice-Rector for Teaching and Student Affairs.
2. The order shall be enforced within seven days of issuance, unless extraordinary circumstances justify immediate enforcement or if the notice was declared enforceable with immediate effect.
3. The Vice-Rector for Teaching and Student Affairs may withhold the enforcement of the order within three working days of the appeal.
4. Within 14 days of the appeal, the Vice-Rector for Teaching and Student Affairs shall:
 - 1) uphold the order;
 - 2) lift the order;
 - 3) order the application of measures of regulatory liability other than the eviction order, or refer the case to the relevant disciplinary ombudsman.

§ 34

1. Regulatory liability notwithstanding, in cases specified in § 32(2) and (3), the residents may be subject to disciplinary liability under the rules and within the procedure specified for the resident concerned.
2. As regards decision-making in cases referred to in section 1, the Head of SHO or a person authorised by them shall file a request with the Rector.

§ 35

1. The residents' financial liability covers:
 - 1) damage to the SH property;
 - 2) SGH's claims arising from default payment of fees for the place.
2. The resident shall be personally liable for the damage they cause. If damage is done to SH property in a room occupied by more than one resident, and it is not possible to determine the degree of liability of the offenders, all the offenders shall be equally liable.
3. Residents and their guests shall be liable jointly and severally for damage caused by the guest and confirmed by the resident.
4. Damage shall be attributed to the offender regardless of their guilt.
5. Damage shall be understood as the cost incurred by SGH due to an act or omission of the offender contrary to these Regulations, house order rules or fire protection

rules.

§ 36

1. /repealed/
2. The amount of damages for the destruction of property shall be determined by the Head of SHO or a person authorised by them, using the following criteria:
 - 1) total loss of functionality – 100% of value;
 - 2) significant loss of functionality – 50% of value;
 - 3) minor loss of functionality (not arising from natural wear and tear) – 10% of value.
3. Other types of damage to property, including damage to or destruction of: windows, walls, ceiling, floor, doors, and any systems, shall be assessed by a committee consisting of the employees of the IT and Technical Infrastructure Team (Information Technology and Infrastructure Centre).
4. If the resident causes damage which exceeds the amount of deposit, they shall pay the difference between these amounts within one month from the incident and restore the deposit to the full amount.

Chapter 7

Termination of the Agreement

§ 37

1. Residents may terminate their SH Room Usage Agreement with a one-month notice period effective at the end of the month following the one in which the notice is made.
2. /repealed/

§ 38

/repealed/

§ 39

/repealed/

39a.

Termination of the Agreement shall be made in writing and needs to be filed with SH Administration.

Chapter 8

Moving out

§ 40

1. Residents shall move out on the day their SH place allocation expires, or on the day determined in line with § 32 and § 33.
2. The resident may move out on their own initiative before the planned moving-out date referred to in section 1, provided that they state their planned moving-out date at least three working days in advance.
3. At the request of the authority in charge of place allocation, SH Administration shall carry out the moving-out procedure also for those residents who lost their right to the place at an SH due to their removal from the list of students or PhD students, dean's leave, or their break from studies or education at the PhD School.
- 3a. Persons removed from the student list or those who obtained the graduate Master's degree before the expiry of their SH Room Usage Agreement shall inform SH Administration of this fact. The loss of student status constitutes grounds for termination of the agreement referred to in the previous sentence or, if the person wishes to continue using the place in an SH room, it will require execution of an annex to the Agreement and a change to fee payment conditions compared to the rules specified in § 29 (the fee will be subject to 8% VAT).
4. /repealed/

§ 41

Before the resident moves out, SH Administration shall inspect the room to check whether all furnishings have been left in the room and are in good technical condition. Inspections shall take place in the presence of at least one resident, and the findings shall be recorded in a report. The report shall include any potential reservations or explanations of the resident or a person authorised by them. If room furnishings are found to be missing or destroyed, the residents shall be subject to financial liability and shall settle the amounts due when moving out.

§ 42

When moving out, the residents shall:

- 1) return the equipment they were provided with;

- 2) leave the room clean and orderly;
- 3) settle the outstanding payments;
- 4) return the keys;
- 5) return the resident card.

§ 43

After the resident moves out, the Head of SHO or a person authorised by them shall immediately prepare the settlement for the deposit referred to in § 13.

§ 44

Rules on moving out not regulated herein shall be determined by the Chancellor upon consultation with authorities in charge of place allocation.

§ 45

If the resident wishes to remain at the SH for the holiday period, they shall inform SH Administration of this fact by the end of May of the given academic year at the latest, making a relevant entry at the SH reception desk. SH Administration shall issue a decision in this matter immediately upon receiving information on any renovations and SH usage rules in the holiday period. Failure to declare the wish to stay at the facility for the holiday period by the deadline specified above shall be tantamount to the lack of booking for the place at the SH for the holiday period.

Chapter 8a

Holiday period

§ 45a

1. During the holiday period, i.e. from 1 July to the 8th day before the commencement of the academic year, the provisions of § 2, § 3(1), § 6-17, § 27-30, § 37-43, and § 45 shall not apply.
2. Within the period referred to in Section 1, SGH students and PhD students shall have the priority right to use the rooms at the SH.
3. If not all rooms are occupied by SGH students and PhD students, vacancies shall be allocated to persons unaffiliated with SGH, whereas the rooms may not be allocated for a period extending beyond the first Sunday of September in the given year.
4. Fees in respect of SH room usage shall be payable by the 5th day of the month of usage, in line with the relevant pricing list set by the Chancellor in a Regulation.

5. If the person using the SH room fails to meet the payment deadline, they shall pay statutory default interest in line with the applicable provisions of law.
6. If the person using the SH room defaults with payment for the rental of the SH room for over two days after the deadline referred to in Section 4, they shall receive an eviction order, effective within three days. The eviction order shall not exempt the person who used the room from having to settle all liabilities towards SGH.

Chapter 9

SH Administration

§ 46

SH Administration consists of employees of SHO employed at SGH and working at SH No. 1 “Sabinki” and No. 3 “Grosik”.

§ 47

The person leading the SH Administration shall be the Head of SHO, who manages the SGH student houses and is responsible, among other things, for:

- 1) ensuring that the residents enjoy safe and most comfortable conditions of stay possible within the SH premises;
- 2) supervising the order at the SH and compliance with the Regulations;
- 3) supervising the performance of duties by other employees of the SH;
- 4) supervising the organisation of the depot maintained by SHB or persons authorised by them.

§ 48

The Head of SHO may:

- 1) decide as to the placement of property within the SH;
- 2) inspect the state of sanitation in residential and communal rooms, and verify compliance with OHS and fire protection rules;
- 3) coordinate the dates of events organised on special occasions upon consultation with the RHC;
- 4) relocate residents within the SH;
- 5) make other decisions within the scope specified herein;
- 6) designate, upon consultation with the RHC, the persons who will take care of the gym and sports equipment;
- 7) play the footage recorded by surveillance cameras within the SH premises.

§ 49

1. The Head of SHO may authorise other employees of the SH to perform his or her function, with the exception of applying measures of regulatory liability with respect to SH residents.
2. The function of the Head of SHO in his or her absence shall be performed by his or her deputy.

§ 50

The Head of SHO shall closely cooperate with authorities in charge of place allocation.

Appendix No. 1 to the SGH Student House
Regulations

Model agreement for the usage of a place in a room at an SGH student house
for SGH students/PhD students referred by
the Residence Halls Committee of the SGH Students' Union/
the Doctoral Student Grants Appeals Committee*

Agreement No. dated

concluded by and between:

SGH Warsaw School of Economics with its registered office at al. Niepodległości 162,
02-554 Warszawa, represented by the Head of the Student Housing Office,
....., hereinafter referred to as "the School" or "SGH"

and

....., PESEL no./passport no.*,
hereinafter referred to as "the Student" or "the PhD Student"*.

§ 1

This Agreement shall be concluded for a fixed term from to
.....

§ 2

SGH shall allocate a place in room no. ... in Student House no. ... at ul.
in Warsaw, with the furnishings described in the appendix hereto, for use in the
semester in which the resident becomes accommodated. In the following semester (if
the Agreement is concluded for the whole academic year), at the request of the
Residence Halls Committee of the SGH Students' Union/ Doctoral Student Grants
Appeals Committee /PhD student may be allocated a place in a different room for use.

§ 3

1. The fee for using the place in the room shall be PLN per semester (say:
.....
.....).

* Delete as appropriate.

2. The fee may be paid in full for the whole semester in advance or in instalments. The fee shall be paid by the deadlines and to the bank account specified in the USOSweb system. The fee shall be considered paid on the day it is credited to the SGH's account.
3. In order to secure the School's receivables from the Student/PhD student* related to the payment of room usage fees, or compensation for damage done, the Student/PhD student* shall within seven days of signature hereof pay a deposit of PLN (say:
.....).

§ 4

1. The Student/PhD student* may terminate the Agreement in writing with a one-month notice period, effective at the end of the month following the one in which the notice is made.
2. SGH may terminate the Agreement without notice if the deposit referred to in § 3(3) is not paid.
3. The Agreement shall expire if the Student/PhD student* becomes subject to a measure of regulatory liability in the form of an eviction order. The Agreement shall expire on the day stated in the eviction order.

§ 5

1. This Agreement has been drafted in two identical copies, with one for each Party.
2. Any amendments hereto shall be made in writing, or otherwise be null and void.

.....
signature of authorised signatorysignature of Student/Doctoral Student*
on behalf of SGH

Appendix No. 2 to the SGH Student House Regulations

Model agreement for the usage of a place in a room at an SGH student house for foreign SGH students referred by the Head of the International Centre or a person authorised by them/Head of the Admissions Office or a person authorised by them*

Agreement No. dated

concluded by and between:

SGH Warsaw School of Economics with its registered office at al. Niepodległości 162, 02-554 Warszawa, represented by the Head of the Student Housing Office,, hereinafter referred to as “the School” or “SGH”

and

....., PESEL no./passport no.*, hereinafter referred to as “the Student.”

§ 1

This Agreement shall be concluded for a fixed term from to

§ 2

SGH shall allocate a place in room no. ... in Student House no. ... at ul. in Warsaw, with the furnishings described in the appendix hereto, for use by the Student.

§ 3

1. The fee for using the place in the room shall be PLN.....per semester (say:).
2. The fee may be paid for the whole semester, or in monthly instalments if the Vice-Rector competent for teaching and student affairs gives their consent. The fee shall be paid by the deadlines and to the bank account specified in the USOSweb system. The fee shall be considered paid on the day it is credited to the SGH’s account.

* Delete as appropriate.

3. In order to secure the School's contractual receivables from the Student related to the payment of room usage fees, or compensation for damage done, the Student shall within seven days of signature hereof pay a deposit of PLN (say:).

§ 4

- 1. The Student/ may terminate the Agreement in writing with a one-month notice period, effective at the end of the month following the one in which the notice is made.
2. SGH may terminate the Agreement without notice if the deposit referred to in § 3(3) is not paid.
3. The Agreement shall expire if the Student/ becomes subject to a measure of regulatory liability in the form of an eviction order. The Agreement shall expire on the day stated in the eviction order.

§ 5

- 1. This Agreement has been drafted in two identical copies, with one for each Party.
2. Any amendments hereto shall be made in writing, or otherwise be null and void.

.....signature of authorised signatorysignature of Student
on behalf of SGH

Appendix No. 3 to the SGH Student House Regulations

Model agreement for the usage of a place in a room at an SGH student house for
persons unaffiliated with SGH

Agreement No. dated

concluded by and between:

SGH Warsaw School of Economics with its registered office at al. Niepodległości 162,
02-554 Warszawa, represented by the Head of the Student Housing Office,
....., hereinafter referred to as “the School” or “SGH”

and

....., PESEL no./passport no.*,
hereinafter referred to as “the Resident.”

§ 1

This Agreement shall be concluded for a fixed term from to
.....

§ 2

SGH shall allocate a place in room no. ... in Student House no. ... at ul.
in Warsaw, with the furnishings described in the appendix hereto, for use in the period
for which the Resident becomes accommodated.

§ 3

1. Within seven days of the date of commencing accommodation, the Resident shall
pay the room usage fee charged for the whole period of residence declared, in the
amount of PLN (say:).
2. The fee shall be paid to the bank account provided on the date of accommodation
by student house administration. The fee shall be considered paid on the day it is
credited to the SGH’s account.
3. In order to secure the School’s contractual receivables payable from the Resident
related to the payment room usage fees, or compensation for damage done, the
Resident shall within seven days of signature hereof pay a deposit of PLN

* Delete as appropriate.

(say:

.....).

§ 4

1. The Resident may terminate the Agreement in writing with a one-month notice period, effective at the end of the month following the one in which the notice is made.
2. SGH may terminate the Agreement without notice if the deposit referred to in § 3(3) is not paid.
3. The Agreement shall expire if the The Resident becomes subject to a measure of regulatory liability in the form of an eviction order. The Agreement shall expire on the day stated in the eviction order.

§ 5

1. This Agreement has been drafted in two identical copies, with one for each Party.
2. Any amendments hereto shall be made in writing, or otherwise be null and void.

.....
signature of authorised signatorysignature of the Resident
on behalf of SGH

Appendix No. 4 to the SGH Student House Regulations

Template

Description of furnishings in room no. ... at Student House no. ...

Item	Specification	Qty.
1		
2		
3		
4		
5		

Appendix No. 5 to the SGH Student House
Regulations

/repealed/