

Rules and Regulations of the Warsaw University of Life Sciences student dormitory

Article 1 Introduction

The terms used herein shall have the following meaning:

- 1) University, SGGW – the Warsaw University of Life Sciences;
- 2) Study programmes – first cycle programmes, second cycle programmes or long cycle master's programmes offered at the SGGW;
- 3) Student – a person participating in the SGGW's study programmes;
- 4) Prospective student – a person who applied for the study programme offered by the SGGW and may be put on the list of students;
- 5) Resident – a person who has been provided with accommodation at the SGGW dorm;
- 6) Student housing, dormitory, dorm, halls of residence – SGGW student halls of residence and dormitories;
- 7) D&CA [ADiSS] – the SGGW Dorms and Canteen Administration;
- 8) SHC [ZDS] – a Student Housing Complex;
- 9) HMS – an IT system where all the information concerning the course of the study is recorded and stored in electronic form;
- 10) Virtual Dean's Office, eHMS – the HMS system interface as used by students;
- 11) Active student status – a student status entitling the student to renew their electronic student ID card;
- 12) Rules and regulations – the Rules and Regulations of the Warsaw University of Life Sciences student dormitories.
- 13) **GDPR** [RODO] - Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons concerning the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Article 2 General Provisions

1. Dorms (halls of residence) are integral to the Warsaw University of Life Sciences, providing students with temporary accommodation.
2. Dorm residents must comply with these Rules and Regulations and any ordinances and decisions of the University Board and cooperate with the SGGW Dorms and Canteen Administration office (D&CA).
3. Dorm residents are represented by the Residents' Council, whose president represents the residents and the Council through third-party contacts.
4. The SGGW halls of residence may also provide short-term accommodation (in the form of guest rooms) to extramural students, guests/visitors of the residents and other persons.

Article 3

Dorm accommodation

1. The rules for providing existing and prospective students with guaranteed dorm accommodation are in the Benefits regulations for Students of the Warsaw University of Life Sciences, save for the provisions of Section 2. A sample accommodation application form is enclosed herewith as Appendix 1.
2. As regards accommodation in the Student Housing Complex No. 6 of the Warsaw University of Life Sciences located in the area of the Forest Experimental Station in Rogów, students are provided with accommodation therein – after prior application – for the duration of the courses held at the Station, particularly for the time of field tests and internships required to cover the curriculum designed for a given field of study offered at SGGW. The accommodation costs are charged directly to students and must be incurred by them.
3. Persons other than students may be accommodated at the SGGW halls of residence during the academic year, provided there are still vacancies, and during the holiday period. A sample holiday accommodation application form is enclosed herewith as Appendix 2. SGGW students and candidates for studies at SGGW who reside in the dormitory during the summer holidays in rooms other than those booked for the new academic year are obliged to move to the booked room in the second half of September before intended accommodation on the dates indicated by the SHC [ZDS] administration. Failure to do so may result in rebooking for the academic year or being left without accommodation.
4. The SGGW existing and prospective students shall be provided with guaranteed accommodation in the SGGW dorm for that academic year at the turn of September and October and for the term named by the students at the time of the mandatory reservation of dates and rooms, save for the provisions of Section 2.
5. The organisational details of the reservation process, also via the eHMS system (the Virtual Dean's Office), are laid down in the Benefits Regulations for the Warsaw University of Life Sciences students and PhD students, save for the provisions of Section 2.
6. At check-in time, the resident must read the provisions of these rules and regulations and submit a written declaration confirming familiarity with the laws and acknowledging and applying them. A sample of the declaration is attached as Appendix 3 hereto.
7. At the time of check-in, the resident shall receive the following: a resident's ID card, bedding and bed linen, and a night lamp; moreover, students sharing the same room in the dorm shall also receive a shared key to the room/unit, net curtains and curtains, and appliances being part of the room's equipment/fittings. Given the short-term accommodation in the Student Housing Complex No. 6, the residents are not issued resident ID cards.
8. At check-in time, the resident shall run the room/unit inventory check and sign the "Room/unit inventory report", confirming the acceptance of the equipment/furnishings/fittings for use. The resident is materially responsible for the equipment entrusted.
9. In particularly justified cases, when a student/candidate is not able to appear in person at the dorm administration on the date specified or selected in the reservation (e.g.

due to waiting for a visa), the Head of ADiSS agrees to pre-accommodation by contacting that student/candidate electronically. The consent given by the Head of ADiSS will block the selected place for that student/candidate. Pre-accommodation does not exempt the student/candidate from paying the fee for that accommodation (payable from the time of pre-accommodation). All further procedures concerning accommodation are to be carried out by the student/candidate on the first working day after arrival at the student hall of residence.

10. For the best utilisation of the facilities, the resident (mainly if some beds in the room are not occupied) may be moved to another room according to a written decision of the Head or Deputy-Head of the D&CA, except for the SHC No. 6, in whose case the Head of the SHC no. 6 may also make such decision (stating the grounds for such transfer). The resident must move to a new room within 3 days of being notified of the transfer.
11. Given their official, legal and material liability for the University property, the D&CA employees (and at the time of the inventory check also the employees of the Property Inventory Department at the SGGW Bursar's Office) have the right to – upon having previously advised the residents thereof – run the unit and room inventory checks, also at the time of the resident's absence.
12. The repairs of room/segment damages reported by residents and the repair and elimination of malfunctions threatening damage (e.g. plumbing or central heating leaks or electrical malfunctions, etc.) by University staff may also occur in the absence of residents.

Article 4 **Residents' rights**

1. The residents may use all standard appliances and rooms in the dorm according to their intended use.
2. The residents may hold parties or events in designated dorm areas (meeting rooms) upon obtaining the consent of the Head of the SHC. The use of the meeting rooms is free of charge, and separate regulations govern it, as well as those agreed on by the Residents' Council. In the case of dorms with no meeting rooms, the residents may hold parties/events in the unit upon obtaining the consent of all residents of the given units and the Head of the SHC.
3. The residents may use the sports facilities available in the dorm on terms defined by the Residents' Council or a person in charge of the sports facilities in the form of a written announcement, provided that a Residents' Council or a person in charge of the sports facilities has been appointed in the given academic year. The residents may use the bike storage room (provided there is enough space); each resident may store only one bike or other item in the bike storage room. The storage facilities may also store personal transport equipment, electric scooters and e-bicycles, with the proviso that a fireproof cover must protect them. All deposited items and bikes not collected before the deadline specified in the notice shall be deemed abandoned within the meaning of the Polish Civil Code. The SGGW shall assume ownership of the abandoned items.
4. The residents may request to be transferred to another room in a given Student Housing Complex. The consent to such transfer shall be granted by the D&CA Head or

Deputy Head of the D&CA, except for the SHC No. 6, in which case the head of the SHC No. 6 may grant such consent.

5. The residents may request to be transferred to a new room in another Student Housing Complex at the turn of the (monthly) billing periods. The consent to such transfer shall be granted by the Head or Deputy Head of the D&CA.
6. The residents may request that the room furnishings or fittings be changed (e.g. replaced with the residents' equipment). Any changes to the room furnishings and fittings are allowed only upon the SHC Head's prior consent, and they need to be documented in the "Room/unit inventory report" accordingly. Before check-out, the residents must restore the room furnishings and fittings to the original condition or another condition specified by the Head of SHC.
7. The residents may smoke cigarettes or other tobacco products, including e-cigarettes, only in designated areas (smoking rooms). Smoking in any other room in the dorm, particularly in the apartment facilities or in the shared kitchen, is prohibited at all times and may give grounds for housing suspension (termination of the accommodation assignment).
8. The residents may invite guests/visitors to their rooms. Visits are allowed between 8.00 a.m. and 11.00 p.m.; if the guest/visitor is an SGGW student, visits are permitted between 07.30 a.m. and 11.00 p.m., respectively. Upon entering the student dormitory, the visitor must provide information about the resident (first name, family name, and room number) and present an ID to the receptionist, which will be recorded in the Guest Entry Register at each student dormitory. Guests/visitors shall wait at the front desk until the front desk officer records their visit in the Guest/Visitor Entry Register. Guests/visitors may also leave at the front desk any form of identification (other than the ID card or passport) confirming their identity to allow their visit to be recorded in the Guest/Visitor Entry Register; should they opt to do so, they will not have to wait at the front desk. If a guest/visitor refuses to produce or leave a document confirming their identity, they will not be allowed to enter the dorm premises. Visits are only possible if the resident being visited is present in the dormitory.
9. The host resident is responsible for the behaviour of their guests/visitors, which does not exclude the liability of the guest/visitor resulting from the generally applicable laws.
10. Guests/visitors may stay overnight at the dorm upon booking a guest room at the D&CA office; a relevant fee must be paid for the guest accommodation.
11. In exceptional cases, overnight stays are possible after the hours specified in section 8, on condition that:
 - 1) There are no vacancies in the guest rooms.
 - 2) The resident's roommates have granted their written consent.
 - 3) The SHC Head or – if outside of business hours – the front desk officer has agreed to that.
 - 4) An accommodation fee has been paid in advance to the Head of SHC or at the hall's front desk.
12. The following rules governing the overnight visits in the resident's room apply:
 - 1) Only one guest may stay overnight in the resident's room (except for minors accompanied by parents or legal guardians), regardless of the number of beds in the room;

- 2) No guest may stay longer than three consecutive nights, and each time, the requirements listed in section 11 must be met;
 - 3) A maximum of 6 overnight stays of the same guest are allowed per month;
 - 4) Individual consent to different overnight stays may be obtained in documented and justified cases.
13. During business hours, the consent to the guest's overnight stay is granted by the Head of SHC or other person in charge; outside of business hours, the consent may be given by the front desk officer, on condition that the guest proves that they were unable to obtain the permission of the Head of SHC or other person in charge.
 14. If the SHC employee finds out that a guest/visitor who has not obtained relevant consent is staying in the resident's room outside of the allowed visiting hours, such guest/visitor shall pay a fee twice the amount of the guest's overnight accommodation fee.

Article 5

Residents' obligations

1. The SGGW dorm resident shall follow the generally applicable principles of social conduct and comply with the ordinances, decisions and regulations of the University Board, the D&CA employees and the Residents' Council.
2. Having been assigned accommodation in the SGGW dorm, the resident shall check in within the agreed time frame. In justified cases, other check-in times are allowed upon prior consultation with the Head of SHC and submission of a written declaration to pay the accommodation fee from the initially agreed check-in date. Failure to complete the above-listed formalities shall be treated as a resignation from accommodation in the SGGW dorm.
3. The residents shall keep their rooms, the shared rooms, and the areas clean and tidy. No waste may be left in the hallways, staircases or common areas (e.g. kitchen); failure to comply with this requirement may result in housing suspension. The residents shall sort waste and use appropriate bins, following the applicable obligatory regulations, particularly the provisions of the Polish Act of 13 September 1996 on maintaining cleanliness and tidiness in municipalities (Journal of Laws of 2024 Item 399).
4. Due to the need for high sanitary standards in the student residences, the resident must change/wash the bed linen at least every three weeks.
5. The residents must respect the property of the SGGW dorm and its surroundings, and they shall prevent improper use.
6. The SGGW dorm residents shall produce their resident or student ID card to the front desk officer when entering the dorm and, upon request, to all D&CA employees; this does not apply to the residents of the SHC No. 6 who are obligated to produce the student ID card or any other photo ID document confirming their identity.
7. When leaving the halls, the resident shall leave the key at the front desk each time. Residents may not take the keys with them when leaving the SGGW dorm.
8. The residents shall pay the accommodation fees on time, i.e. by the 15th day of the month for the given month, and in the case of accommodation starting mid-month – by the 25th day of that month; this shall not apply to the persons referred to in Article 3(2) who are obligated to pay a one-off fee for each accommodation for the entire stay, but no later than on the last day preceding the checkout. In the case of persons

not being SGGW students, the fee for the first billing period shall be charged in advance at check-in, and the fees for subsequent months are collected by the 7th of the month for the given month. Detailed rules for the payment of accommodation fees are regulated in § 6.

9. The residents shall follow the fire protection and health and safety regulations; in particular, the residents may not:
 - 1) tamper with the fire system elements (namely, cover the smoke/fire detectors) – violation of this provision may result in housing suspension;
 - 2) storage of bicycles, personal transport equipment, and electric scooters, bikes, scooters, etc., in shared areas (segments) and rooms;
 - 3) bring, store and charge batteries/chargers, etc., for personal transport equipment, electric scooters, bicycles, etc.;
 - 4) use electric cookers or heaters or any other devices with energy uptake higher than 2200W in their rooms; private radio and television equipment should be registered following the applicable regulations;
 - 5) tamper with electrical switchboards, distribution boxes and enclosures for electrical wiring, gas, water and sewage, telephone and computer installations, and TV aerial sockets;
 - 6) change the locks or keys, or alter the locks or have new keys cut to rooms/units or other dorm rooms or to switchboards or distribution boxes;
 - 7) damage the walls, doors, and equipment (furnishings, fittings and fixtures) in the units, rooms and shared rooms;
 - 8) use sanitary, plumbing, ventilation or technical devices to dispose of any rubbish which might result in their breakdown or lead to fire.
10. The residents shall report all defects to the front desk officer immediately upon becoming aware. The defects shall be remedied as quickly as possible in the order in which they were reported.
11. The residents must report any health or life-threatening illnesses/diseases or accidents to the D&CA or – if they become aware of such occurrences after 4 pm – to the front desk officer and the Residents' Council.
12. The residents must engage and participate in the work carried out to benefit the residents' community, the SGGW dorm, its surroundings and the University.
13. The residents, being car owners, must park their cars in designated areas, according to the internal regulations of the University in force in this respect, in particular the Rules and Regulations for the use of parking spaces in the residential part of the New Campus of the Warsaw University of Life Sciences. Suppose the vehicle is parked in any other location than the designated parking space. In that case, the resident shall face disciplinary and legal action governed by separate laws.
14. The residents using the University Computer Network (UCN [OSK]) must comply with the provisions of the UCN Rules and Regulations and with the instructions of the SGGW IT Centre. For any noncompliance with the said rules and regulations and other electronic communication provisions, the residents shall assume liability provided for in Polish law.

Article 6

Dorm accommodation fee

1. The residents provided with dorm accommodation shall pay the full fee. The fee is charged per occupied bed or per occupied room.
2. The amount of the fee for the student's accommodation in the SGGW dorms is set by the Rector in consultation with the Students' Council. The amount of the payment for other persons' accommodation in the SGGW dorms is set by the Rector or Chancellor in writing.
3. The fee referred to in section 1 is calculated based on the estimation of the D&CA's costs and income prepared by the SGGW's Bursar's Office after the closing of each fiscal year.
4. Any required changes to the students' monthly or daily dorm accommodation fee shall be agreed on before 30 September each year for the next academic year commencing on 1 October. They shall be communicated as the "Rector's Circular letter on introducing the SGGW dorm accommodation fees for SGGW students".
5. The residents must pay the dorm accommodation fee by the 15th day of the given month and, in the case of accommodation starting mid-month, by the 25th day of that month. In the case of persons not being SGGW students, the fee for the first billing period shall be paid in advance at the time of check-in. These persons must pay subsequent fees by the seventh day of each month.
6. The essential billing period for accommodation is one month. It starts on the first day of a given month and finishes on the last calendar day of that month, whereby settlements can be made in half-month terms between the first and fifteenth day of a given month or between the sixteenth and the last day of that month.
7. If accommodation is shorter than a month and does not commence or end at periods referred to in Art. 6(6), the number of days of accommodation shall be considered: in the case of accommodation of up to 15 days, the residents shall pay half the regular fee, and in the case of accommodation exceeding 15 days, the total cost, with the proviso of sec. 8. No fee shall be charged for a place in a student hall of residence in the last week of September (days of designated basic accommodation - when accommodation for the academic year is provided) to residents assigned a place in a student dormitory in the following academic year.
8. Suppose the accommodation duration is shorter than one month and does not begin or end within the time limits specified in § 5, section 8 and § 6, section 6. In that case, the actual number of days of accommodation in a given month shall be taken into account: for accommodation up to 15 days, the fee shall be half of the applicable monthly rent for a place in the student residence, and for accommodation more extended than 15 days, the entire rent for a place in the student residence, subject to the provisions of section 8. No fee shall be charged for a place in a student dormitory in the last week of September (days of assigned basic accommodation - when accommodation for the academic year is provided) to residents assigned a place in a student dormitory in the following academic year.
9. Regarding short-term accommodation or several days only, daily rates may be applied upon prior agreement with the dorm manager.
10. Where the resident has been in arrears with their payments for more than two months, they shall be issued a warning for overdue payments and a request to pay the amounts due.
11. Should this be to no avail, the resident shall be issued with a second warning and with the final request for payment of the amounts due (three months in total). Non-

payment within 3.5 months of the date the debt has been incurred shall automatically lead to immediate housing suspension.

12. In the case of the resident's non-excused absence of more than half a month, or if the resident refuses to accept the warning, request or final request for payment, the resident shall be evicted under the principles outlined in Art. 8(6), and the warning, request or final request for payment shall be sent via registered mail.
13. If, despite receiving the payment request, the former resident fails to pay the amounts due, a pre-legal and legal debt collection procedure complying with the valid laws applicable at the Warsaw University of Life Sciences shall commence.

Article 7

Residents' liability

1. The residents shall assume entire liability (material, disciplinary, formal, and legal) for their behaviour at the time of accommodation at the SGGW dorm and for any damage or destruction to the premises provided, the equipment entrusted or the equipment in quantity and quality, caused by themselves or their guests.
2. Upon accommodation, the resident shall declare acceptance of responsibility for damage. The template of the declaration constitutes Appendix No. 4 hereto.
3. The residents shall assume total liability for securing the room and/or unit during their absence (particularly for locking the windows and doors).
4. The residents shall secure their belongings (e.g. valuables, IT hardware, electronic equipment).
5. The residents shall assume complete material and disciplinary liability for the stay of their guests/visitors in the SGGW dorm premises, which does not exclude the liability of the guest/visitor resulting from the generally applicable laws.
6. The residents and their guests/visitors may under no circumstances allow others to enter the dorm premises in a manner other than specified in Article 4(8)(11), mainly through the windows of the residents' rooms or other dorm rooms; violation of this provision shall result in immediate housing suspension.
7. The host resident shall be responsible for the course of the organised party/event and the rented room.
8. The SGGW dorm resident shall be sanctioned with housing suspension if they:
 - 1) fail to check in before the agreed deadline;
 - 2) lose their active student status, have taken a leave of absence, special leave or sick leave, or if they have to repeat the term or year, change from full-time to part-time study programmes;
 - 3) have been provided with the SGGW dorm accommodation based on false information – the resident shall be advised of the housing suspension in writing;
 - 4) sub-let their bed/room in the SGGW dorm to a third party – the resident shall be advised of the housing suspension in writing;
 - 5) have been in arrears with the payment of the accommodation fee in keeping with the provisions of Article 6;
 - 6) have been deprived of their housing rights according to the decision of the Rector, Vice-Rector for Didactics, Chancellor, or the Head of the D&CA for reasons other than those specified in Section 9.
9. The resident may be deprived of their housing rights according to the written decision of the Rector, Vice-Rector for Didactics, Chancellor, or the head of the D&CA if they:

- 1) have defaulted on the payment of the accommodation fee in a manner other than that specified in Article 6;
- 2) have violated the provisions of the Rules and Regulations of the Warsaw University of Life Sciences student dormitories;
- 3) have violated the provisions of the student oath, or if their behaviour was non-compliant with the student's code of conduct, the applicable laws, or the generally applicable principles of social conduct.

Article 8

Check-out procedure

1. The resident must check out from the SGGW dorm on the latest business day in June unless they have been granted the holiday housing right.
2. Where the resident checks out during the academic year, they shall do so no later than on the 15th or last day of the month or if the 15th or last day of the month falls on a bank holiday, the following business day after that.
3. Where the resident has been sanctioned with housing suspension or lost the housing right to stay at the SGGW dorm, the check-out deadline shall expire at the end of the 30-day billing period in which the housing right has been suspended or lost or at an earlier date agreed on by the resident and the dorm administration, unless the housing right has been suspended or lost with immediate effect, particularly for safety reasons, in which case the check-out shall take place without undue delay on the very same day, save for the second sentence. Where the resident has been sanctioned with housing suspension or lost the housing right as regards SHC No. 6, they shall check out on the same day the housing suspension sanction was introduced or the housing right was lost.
4. Before checking out from the SGGW dorm, the resident must fulfil all their obligations and liabilities towards the SGGW dorm administration relating to their accommodation in the said facility and stemming from the Rules and Regulations of the SGGW student dormitories, particularly the accommodation fees, or else they shall not be provided with accommodation in the next academic year and face other consequences provided for under the applicable laws.
5. Check-out is understood as vacating the room on time upon prior settlement of all payments and any potential costs of repair of the damage caused by the resident, thorough cleaning of the room/shared rooms, running a check-out inventory concerning the room/unit equipment (furnishings and fittings) under the signed "Room/unit inventory report", returning the bedding, bed linen and any other equipment to the store room, checking out from the SGGW dorm and returning the room/unit keys and the resident ID card to the SGGW dorm administration office.
6. Where the resident does not check out in the manner specified herein, they may be evicted by the committee composed of the SGGW dorm manager or their deputy, a student – a member of the Residents' Council or another student being the given SGGW dorm's resident, and one or up to three University employees. The evicted resident's belongings shall be secured at the SGGW dorm. An eviction report must be prepared in writing and signed by all committee members. The officially secured belongings of the evicted resident shall be officially destroyed if uncollected within 2 years of the eviction date.

Article 9

Residents' Council

1. The Residents' Council shall be elected for a one-year tenure by most SGGW students residing at each SGGW dorm by 15 November of each year at the latest. The election report must be drafted and delivered to the SGGW Dorm and Canteen Administration office.
2. The Residents' Council may comprise no more than five persons: the President, the Vice-President and members.
3. Where no Resident's Council has been elected, the SGGW Dorm and Canteen Administration shall make all dorm accommodation decisions.
4. The operations of the Residents' Council shall also be governed by the rules and regulations concerning the operations of the SGGW students' council, provided that relevant provisions have been included therein.

Article 10

Luggage lockers

1. Selected student dorms have luggage storage lockers, hereinafter referred to as 'lockers', for storing belongings, available for a fee to residents of SGGW student dorms (hereinafter also referred to as 'tenants').
2. The lockers are intended solely for the storage of personal belongings. Prohibited items, dangerous items, items that may pose a fire or health hazard, or items that may cause discomfort, e.g. by emitting a strong odour, as well as other items whose storage is regulated by specific regulations, may not be stored in the lockers. In particular, the following items may not be stored: weapons and ammunition, explosives, flammable materials, fuels, toxic substances, corrosive substances, batteries and accumulators, plants and animals, fertilisers, pesticides, food and foodstuffs, and products subject to spoilage or that are likely to become mouldy. The SHC manager has the right to inspect the contents of the locker in the event of suspicion or information regarding a violation of the above rules. If prohibited contents are found, the tenant shall immediately empty the locker. If the tenant fails to empty the locker, SGGW may empty the locker at the tenant's expense. In any case, SGGW may charge the locker renter for disinfection and/or disinfestation costs.
3. Renting a locker is based on a written application submitted to the SHC Manager. The fee for the entire rental period must be paid in advance, at the latest at the start of the rental period. The minimum rental period during the academic year (October – June) is one month, while during the holiday period (July – September), renting for the entire period is only possible. The resident receives an individual key or access code to the rented locker. The resident renting the locker bears full financial responsibility for the loss or damage of the key.
4. The Chancellor of SGGW determines the fees for renting storage lockers in writing.
5. No later than on the last day of the paid rental period, the person renting the storage locker must remove all items, clean the storage locker if necessary, and return the key to the SHC manager. Failure to return the storage locker authorises the SHC manager to open it in the presence of a commission and secure its contents. The owner will be

summoned to collect them. The items will be released after payment of a fee for the period of securing them, equal to the cost for renting the storage locker during that time. If the secured items are not collected within the time limit specified in the request, they will be considered abandoned property.

6. It is forbidden to make any alterations or changes to the storage locker, such as installing additional elements, drilling holes, painting, or installing extra security measures. The resident renting the storage locker bears full financial responsibility for any damage caused by improper storage locker handling and use. The above does not exclude or limit liability under generally applicable laws, including disciplinary liability.
7. SGGW guarantees the proper technical condition of the lockers but is not responsible for items stored in them or for the consequences of unlawful behaviour by persons renting them, random events, or the effects of force majeure.
8. In cases of deprivation or loss of the right to reside in the SGGW dorm, the resident may also be deprived of the right to rent a locker.

Article 11

Personal data protection

1. SGGW, acting as a personal data controller within the meaning of the GDPR, hereby informs that it will process the personal data provided by residents for the purpose and to the extent necessary for the proper implementation of the provisions of the regulations.
2. SGGW has appointed a Data Protection Officer who can be contacted in all matters relating to the processing of personal data and the exercise of rights by data subjects under the GDPR at the following e-mail address: iod@sggw.edu.pl.
3. All personal data obtained in connection with the implementation of the provisions of the regulation will be processed for the following purposes:
 - 1) implementation of the provisions of the regulation (Article 6(1)(b) of the GDPR),
 - 2) implementation of legal obligations incumbent on SGGW related to the execution of the provisions of the regulation (Article 6(1)(c) of the GDPR – including the act on Higher Education and Science, tax or fiscal regulations),
 - 3) securing and pursuing any claims arising from the provisions of the regulation or defending against such claims (Article 6(1)(f) of the GDPR),
 - 4) maintaining ongoing contact in matters related to the implementation of the provisions of the regulation (Article 6(1)(f) of the GDPR).
4. The recipients of personal data may be entities and authorities to which SGGW is required to disclose personal data under generally applicable laws, as well as entities entrusted by SGGW with the processing of personal data based on an appropriate agreement in connection with the services provided by the entities mentioned above to SGGW for purposes related to ensuring the proper fulfilment of the objectives referred to in section 3 above.
5. Personal data will be stored for the period necessary to implement the provisions of the regulation, and after that time for the period and to the extent required by generally applicable law or to secure and pursue any claims and to defend against such claims.

6. Data subjects have the right to access the above-mentioned personal data, rectify it, erase it or restrict its processing, and object to data processing.
7. Data subjects have the right to complain to the supervisory authority – the President of the Personal Data Protection Office – if they consider that the processing of personal data is not in accordance with generally applicable laws.
8. Providing personal data is voluntary, but necessary for the implementation of the provisions of the regulation.
9. Personal data will not be subject to automated decision-making and will not be profiled.
10. Since SGGW uses Microsoft services, personal data may be transferred outside the European Economic Area (EEA), including to the USA. Microsoft provides guarantees resulting from compliance with Chapter 5 of the GDPR and must comply with personal data protection based on standard contractual clauses concluded with SGGW. For more up-to-date information, please visit: <https://privacy.microsoft.com/pl-pl/privacystatement>.

Article 12

General order provisions

1. No noise nuisance is allowed at the SGGW dorms between 10.00 pm and 6.00 am.
2. A D&CA employee, particularly a front desk officer, in consultation with a member of the Residents' Council, has the right to refuse entry to the SGGW dorm premises or to remove from the SGGW dorm premises any non-residents causing noise nuisance or otherwise disturbing the residents or posing a threat to the residents or the University property.
3. The following are strictly prohibited on the premises of the SGGW dorm:
 - 1) operation of any kind of business (commercial, manufacturing, etc.);
 - 2) provision of accommodation to any third parties without their prior registration, as referred to in Article 4;
 - 3) consumption of alcohol in the common areas (hallways, staircases, etc.);
 - 4) storage of any hazardous substances (toxic, flammable, soiling, etc.);
 - 5) boarding or keeping animals (except for fish, insects, and small rodents kept in tanks or terrariums – consent of all roommates is required);
 - 6) posting announcements in areas other than bulletin boards.

Warsaw,

.....
Full name (in block capitals)

.....
Permanent residence address

.....
Faculty and student ID number

Warsaw University of Life Sciences
SGGW Dorm and Canteen Administration Office
ul. Nowoursynowska 161
02-787 Warsaw

I hereby apply for accommodation at the SGGW dorm in the 20..../..... academic year.

I declare that the distance between my permanent address of residence and the University is
..... km.

I have read the Rules and Regulations of the Warsaw University of Life Sciences student
dormitories and commit to complying with them, particularly by paying the accommodation
fee on time.

.....
legible signature

Warsaw,

.....
Full name (in block capitals)

.....
.....
Permanent residence address

.....
University, Faculty and student ID number (students)

.....
e-mail address, telephone number

Warsaw University of Life Sciences
SGGW Dorm and Canteen Administration Office
ul. Nowoursynowska 161
02-787 Warsaw

I hereby apply for accommodation at SGGW dorm, room number
....., for the holiday period in the 20..../..... academic year, from to
.....

I have read the Rules and Regulations of the Warsaw University of Life Sciences student
dormitories and commit to complying with them, particularly by paying the accommodation
fee on time.

.....
legible signature

to the Rules and Regulations of the Warsaw University of Life Sciences student dormitories, introduced by the
SGGW Rector's Ordinance No. 79 dated 25 August 2025

Warsaw,

.....

Full name (in block capitals)

.....

.....

Permanent residence address

.....

University, Faculty and student ID number (students)

.....

ID/Passport no. (non-students)

STATEMENT

I, the undersigned
(full name)

I have read and understood the Rules and Regulations of the SGGW student dormitories
and acknowledged and accepted them.

.....

Date, legible signature

to the Rules and Regulations of the Warsaw University of Life Sciences student dormitories, introduced by the
SGGW Rector's Ordinance No. 79 dated 25 August 2025

Warsaw,

STATEMENT

I, the undersigned

(full name)

holding identity card/passport series no. being a resident of the
student dormitory/hall of residence of the Warsaw University of
Life Sciences, I declare that I am responsible:

- for the property of the room assigned for any damage caused therein. If the person causing the damage is not identified, I am liable together with the other residents of the room, including for lost keys, in which case, for security reasons, the damage consists of the necessity to replace the inserts/locks of the central key system for the room and segment doors;
- for damage to the shared premises of the segment for which the person responsible cannot be established, together with the other residents of the segment residing therein at the time of the damage;
- for damage to shared facilities on particular floors, i.e. corridors, kitchens, etc., if the person responsible for the damage is not identified, together with all residents of the respective floor of the student halls of residence who were resident at the time the damage occurred;
- for damage caused to lifts, lobbies, stairwells, bicycle storage rooms, laundry rooms, meeting rooms, Internet signal carriers, cameras, elements of the fire protection system and other aspects of the building's infrastructure if the person responsible for the damage is not identified, together with all residents of the student halls of residence residing in the building at the time the damage occurred;
- for any damage resulting from eliminating and treating biological and microbiological hazards, mainly insects, caused during my accommodation in a room with other residents of the respective room in the student hall of residence/dormitory.

I am aware that I will be liable in full for any damage caused and agree to pay the costs.

.....

Date, legible signature

to the Rules and Regulations of the Warsaw University of Life Sciences student dormitories, introduced by the
SGGW Rector's Ordinance No. 79 dated 25 August 2025

Warsaw,

.....

Full name (in block capitals)

.....

Name of the SGGW dorm and Room No.

.....

Faculty and student ID number

Warsaw University of Life Sciences

SGGW Dorm and Canteen Administration Office

ul. Nowoursynowska 161

02-787 Warsaw

I hereby apply for renting a luggage locker in the dormitory for the period from
..... to

I have read the Rules and Regulations of the Warsaw University of Life Sciences student
dormitories and commit to complying with them.

.....

Legible signature