

Regulations of the SGGW Student Dormitories

§ 1

Introduction

The terms used in these Regulations shall have the following meanings:

- 1) University, SGGW – Warsaw University of Life Sciences;
- 2) Study Programmes – first-cycle programmes, second-cycle programmes, or long-cycle programmes offered by the Warsaw University of Life Sciences;
- 3) Student – a person enrolled on a degree programme at SGGW;
- 4) Prospective student – a person taking part in the admissions process for study programmes at SGGW, which may result in enrolment on the student register;
- 5) Resident – a person accommodated in an SGGW student dormitory;
- 6) Student residence, student house, student dormitory, student dorm– SGGW student residences and dormitories;
- 7) DODS – SGGW Dormitory Management Office;
- 8) ZDS – Student Residence Complex;
- 9) HMS – an IT system in which information relating to the course of study is recorded and stored electronically;
- 10) Virtual Dean’s Office, eHMS – the HMS system interface used by students;
- 11) Active student status – student status entitling the holder to renew their electronic student ID card;
- 12) Regulations – Regulations of the SGGW Student Dormitories;
- 13) GDPR – 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).

§ 2

General Provisions

1. Student dormitories form an integral part of the Warsaw University of Life Sciences and serve as a place of temporary accommodation for students, prospective students and other individuals.
2. Residents of student dormitories are obliged to comply with generally applicable laws and standards of social conduct, these regulations, and all Ordinances and decisions of the University Authorities, as well as to cooperate with the SGGW Dormitory Management Office.
3. The student dormitory community is represented by the Residents’ Council, and its chairperson represents the residents and the Council externally.
4. Student dormitories may have guest rooms, which are primarily intended for the short-term accommodation of part-time students attending weekend sessions and guests of dormitories, and secondarily, for the accommodation of persons staying for purposes other than those mentioned above.
5. Dormitory management office staff (and, during stock-taking and inventory checks, also staff of the Asset Inventory Office) are entitled to:

- a. after giving residents prior notice, to carry out inspections and checks on the condition of the furnishings and the cleanliness of the residential units and rooms, and to carry out scheduled technical inspections of the building, even in the absence of residents,
 - b. enter a room, including in the residents' absence, in the following situations: a fault in the room, a suspected immediate threat to a resident's health or life, a suspected health hazard, a gross breach of Ordinance or a violation of the provisions of these regulations, including reports of such incidents from other residents or staff. A written report shall be drawn up on each such occasion, stating the grounds for entering the room.
6. University staff may rectify faults in rooms/accommodation units reported by residents, and carry out repairs and resolve breakdowns that pose a risk of damage (e.g., leaks in the water and drainage systems, central heating, or electrical faults), even in the absence of residents.

§ 3

Accommodation in a dormitory

1. Subject to paragraph 2, the rules governing the allocation of places in dormitories to students and prospective students are set out in the Regulations on Student Benefits at the Warsaw University of Life Sciences. A template for the Application for Student Accommodation is set out in Appendix 1 to the Regulations.
2. At Student Dorm No. 6, situated on the premises of the SGGW Forestry Experimental Station in Rogów, students are accommodated for the duration of teaching activities taking place on the premises, including, in particular, fieldwork and internships, related to the implementation of the curriculum specified for a given programme offered at SGGW, following the student's application. The cost of accommodation is borne directly and in full by the student.
3. During the academic year and the summer holidays, provided there are vacant places in the dormitories that SGGW students or other eligible individuals have not occupied in accordance with the Regulations on Student Benefits at SGGW and paragraph 10, individuals other than those specified in the aforementioned regulations and paragraph 10 may be accommodated. This includes students from other higher education institutions located within the Capital City of Warsaw for whom a daily commute to their university would prevent or significantly hinder their studies, defined as a distance exceeding 50 km from their place of permanent residence to their home university, measured via the shortest route along the existing public road network. Outside the summer holidays, students from other higher education institutions must, upon submitting their application, present a valid student ID card (physical or electronic – mLegitymacja) or a certificate from their home university confirming their student status. If a student ID card is presented, a DODS staff member inspects the document, verifies the accuracy of the personal details and its validity, and records the verification result along with the card number and expiry date in the designated section of the application, confirming it with their signature. The student initials this entry. A negative verification result requires the submission of a certificate from the home university. The distance from the place of residence to the home university is determined in accordance with the rule set out in Section 3, based on the address provided by the student in the application. Applications are processed in the order in which they are submitted.
4. Allocation of accommodation in dormitories for the academic year to students and prospective students who have been allocated in dormitories for that academic year, and who did not reside in dormitories during the holiday period preceding their accommodation, takes place in late September and early October, on dates selected by the students during the compulsory booking process for the date and place of accommodation, subject to paragraphs 2 and 12.

5. Organisational details of the booking procedure, as well as those concerning accommodation in dormitories, including the use of the eHMS system (Virtual Dean's Office), are set out in the SGGW Regulations on Students' Benefits, subject to paragraph 2.
6. Upon moving in, the resident is required to familiarise themselves with the contents of the regulations and to submit a written declaration confirming that they have read the regulations, taken note of them and agree to comply with them. A template for this declaration is set out in Appendix 3 to the regulations.
7. Upon check-in, a resident receives: a personalised resident card (compulsory), bed linen, a blanket, a bedside lamp (on request) and, shared amongst all residents of the room: a key to the room/unit, curtains and equipment (e.g. a fridge) forming part of the room/unit's furnishings. Due to the short-term nature of accommodation at ZDS No. 6, residents are not issued personalised resident ID cards.
8. Upon check-in, the resident is required to check the furnishings of the room/unit and sign the 'Room/Unit Inventory Report', confirming the handover of the furnishings for use. The resident is financially liable for the furnishings entrusted to them.
9. In particularly justified cases, where a student or prospective student is unable to attend in person at the ZDS office to check in by the date specified or selected in the booking, upon a written request from that student or prospective student (hereinafter also referred to as the 'applicant') submitted to the ZDS office or by email to: ZDS-1:zds1@sggw.edu.pl, ZDS-2:zds2@sggw.edu.pl, ZDS-3:zds3@sggw.edu.pl, ZDS-4:zds4@sggw.edu.pl, ZDS-5:zds5@sggw.edu.pl, ZDA-7:zds7@sggw.edu.pl. The ZDS coordinator shall arrange provisional accommodation, confirming this to the applicant on the application form, or, if the application was submitted electronically, via email sent to the applicant, subject to paragraph 10. Provisional accommodation reserves the selected place for that student/prospective student. It obliges the student/prospective student to pay the fee for that place (payable from the time of provisional accommodation, in accordance with § 5(8)). All further formalities relating to accommodation must be completed by the student or prospective student on the first working day following their arrival at the dormitory. Failure to complete the formalities described above shall be treated as a withdrawal from the place in the SGGW dormitory.
10. Students and prospective students from abroad who were unable to take part in the centralised allocation process for the academic year, whilst awaiting a visa, may apply remotely for a place and provisional accommodation by emailing a scanned copy of their completed application form to: akademiki@sggw.edu.pl. Once a place has been allocated by the Head of DODS or the Vice-Head of DODS, the procedure shall continue in accordance with the provisions of paragraph 9.
11. Where it is necessary to optimise the use of places, a resident (particularly one in a partially unoccupied room) may be transferred to another room, based on a written decision by the DODS Head or the DODS Vice-Head, except ZDS No. 6, where the decision may also be issued by the ZDS No. 6 Coordinator, setting out the reasons for the transfer. The resident is obliged to move to the designated room within 3 days of being notified of the transfer.
12. A template for the application for a place during the summer holidays is set out in Appendix 2 to these regulations. Students and prospective students residing in a dormitory during the holidays in rooms other than those reserved for the new academic year are obliged to move to their reserved accommodation in the second half of September – before the main allocation of accommodation – on the dates specified by ZDS office staff. Failure to do so may result in a change to the booking for the academic year or the loss of the place.

§ 4

Residents' rights

1. A resident has the right to use all facilities and rooms in the dormitory intended for general use, in accordance with the intended purpose of those rooms and facilities.
2. A resident has the right to organise special events in designated areas (the meeting room), subject to the approval of the ZDS Coordinator. Use of the meeting room by residents is free of charge and is subject to separate rules and regulations, including those established by the Residents' Council. In the case of a student dormitory with no meeting room, or where one is already in use, a resident may organise an event within a block, subject to the consent of all residents of that block and the ZDS Coordinator.
3. A resident has the right to use the sports and leisure facilities located in the student dormitory in accordance with the rules published in a written notice by the Residents' Council or the designated facility supervisor, provided that a Residents' Council or a facility supervisor has been appointed for the academic year in question. A resident has the right to use the bicycle storage facility (subject to available space in the facility), whereby each resident is entitled to store a maximum of one bicycle or other device as referred to in the following sentence. In addition to bicycles, personal mobility devices, electric scooters and electric bicycles may also be stored in the storage area, provided that a fire-resistant cover protects them. Items left in the dormitory, including bicycles, scooters, etc., in the storage rooms, shall be deemed abandoned within the meaning of the Civil Code if they are not collected by the deadline specified in the notice, failing which the items will be deemed abandoned. Abandoned items become the property of SGGW.
4. A resident has the right to apply to exchange their allocated place in a room for a place in another room within the same Student Residence Complex (ZDS), provided they have no outstanding accommodation fees. Consent to the transfer is granted in writing by the Head of DODS or Vice-Head of DODS, except for Student Residence Complex No. 6, where the Coordinator of Student Residence Complex No. 6 may also grant consent.
5. A resident has the right, at the end of one billing period and the start of the next, to apply to exchange their allocated room in a given Student Residence Complex for a room in another Student Residence Complex, provided they have no outstanding accommodation fees. Consent for the transfer is granted in writing by the Head of DODS or the Vice-Head of DODS.
6. A resident may request a change to the room's furnishings (e.g. bringing in their own furniture). Any changes to the room's furnishings are permitted only with the consent of the given ZDS Coordinator or their deputy, and require the amendment and signing of a new 'Room/Unit Inventory Report'. Before checking out, the resident is obliged to restore the furnishings to their original condition before the changes, or to any other condition specified by the ZDS Coordinator.
7. Residents are permitted to smoke tobacco and tobacco products, including e-cigarettes, only in designated areas (smoking rooms). Smoking in any other part of the dormitory, in particular in a living room or communal kitchen, may result in the resident being evicted from the dormitory.
8. Residents are entitled to receive visitors in their rooms. Visits may take place between 8:00 and 23:00, or between 7:30 and 23:00 if the visitor is a student of the Warsaw University of Life Sciences. Upon entering the student dormitory, visitors are required to state whom they wish to visit (providing the resident's first name, surname, and room number) and present a photo ID to the reception staff for entry into the Visitor Register. Visitors must wait at reception until a staff member has recorded their visit. Alternatively, visitors may leave an identity document, excluding an identity card or passport, at reception with their consent for the purpose of making an entry in the register, in which case waiting is not required. Refusal to present or leave an identity document precludes entry into the dormitory. Visits are not permitted if the resident being visited is not present in the dormitory.

9. The resident being visited is responsible for the guest's behaviour; this does not exclude or limit the guest's liability under generally applicable laws.
10. Visitors may stay overnight in guest rooms for a fee, subject to prior booking in person at the DODS office or by telephone on +48 22 59 33 002.
11. In exceptional cases, visits may take place outside the hours specified in paragraph 8, with the visitor staying overnight in the resident's room, subject to the following conditions:
 - a. No accommodation is available in the guest rooms (no vacancies),
 - b. written consent has been obtained from the room's other residents,
 - c. prior consent must be obtained from the ZDS Coordinator or, outside ZDS office hours, from a receptionist,
 - d. payment in advance of the accommodation fee at the ZDS office or at the dormitory reception.
12. The following rules governing overnight visits to a resident's room are hereby established:
 - a. Only one guest may stay overnight in a room (except minors staying with a parent or legal guardian), regardless of the number of beds in the room,
 - b. Overnight stays are permitted for a maximum of 3 consecutive nights, provided that the guest meets the conditions set out in paragraph 11 on each occasion,
 - c. A maximum of 6 overnight stays per guest per month is permitted,
 - d. In exceptional, documented and justified cases, it is possible to obtain individual authorisation for a different number of overnight stays.
13. During the ZDS office's opening hours, authorisation for a guest's overnight stay is issued by the ZDS Coordinator or their deputy; outside these hours, authorisation may be obtained from a receptionist, provided it can be demonstrated that it was impossible to obtain authorisation during the working hours of the ZDS Coordinator or their deputy.
14. If, after the official visiting hours, a guest is found to be staying in a room without authorisation for an overnight visit, they will be charged a fee for their stay, amounting to double the standard rate for the room they stayed in.

§ 5

Resident's obligations

1. A resident of the dormitory is obliged to observe generally applicable standards of social conduct and to comply with the regulations, decisions and rulings of the University Authorities, DODS staff and the Residents' Council.
2. Upon being allocated a place in the SGGW student dormitory, a resident is obliged to move in by the specified date, subject to the provisions of § 3(9).
3. Residents are obliged to maintain cleanliness in their rooms and in shared areas. It is forbidden, on pain of losing one's place in the SGGW student dormitory, to leave rubbish in corridors or stairwells or to place it in communal areas (e.g. kitchens). Residents are obliged to sort their rubbish and dispose of it in the designated bins in accordance with the relevant regulations, in particular the Act of 13 September 1996 on maintaining cleanliness and tidiness in municipalities (i.e. Journal of Laws of 2025, item 733, as amended).
4. In view of the need to ensure high standards of hygiene in student dormitories, residents are required to change or wash their bed linen at least every three weeks.
5. Residents are obliged to respect the property of the SGGW student dormitory and its surroundings, and to prevent its improper use or exploitation.
6. Residents of the SGGW student dormitory are required to present their personalised resident card or student ID to reception staff upon entering the student dormitory and, upon request, to

- all DODS staff, except residents of ZDS No. 6, who are required to present a student ID card or another photo ID confirming their identity.
7. When leaving the dormitory, residents must leave their key at the SGGW dormitory reception desk each time. It is forbidden to take the room key outside the premises of the SGGW dormitory.
 8. Residents are required to pay their student dorm fees on time: SGGW students must pay by the fifteenth day of the month, and in the case of accommodation starting from the middle of the month, the fee is payable by the 25th of that month, except for the persons referred to in § 3(2), who are required to pay a one-off fee for each period of accommodation covering the entire duration of their stay, but no later than on the last day preceding their check-out. For persons who are not students of the Warsaw University of Life Sciences, the fee for the first billing period is payable in advance at check-in, and fees for subsequent months are due by the 7th day of the month. Detailed rules regarding the payment of accommodation fees are set out in § 6.
 9. Residents are obliged to comply with fire safety and health and safety regulations. In particular, it is prohibited to:
 - 1) any interference with elements of the fire safety system (in particular, obstructing the fire detectors), on pain of immediate expulsion from the SGGW student dormitory,
 - 2) keeping bicycles, personal mobility devices and electric scooters, mopeds, etc., in communal areas (units) and rooms,
 - 3) bringing in, storing or charging batteries/rechargeable batteries, etc., for personal mobility devices, electric scooters, bicycles, mopeds, etc.,
 - 4) using the following in rooms: electric hobs and heaters, and other appliances drawing more than 2,200W of power. Personal audio-visual equipment must be registered in accordance with the applicable regulations,
 - 5) tampering with electrical distribution boards or any boxes, panels and access doors relating to the electrical, gas, water, drainage, telephone, computer and aerial systems,
 - 6) modifying, duplicating or replacing locks and keys for rooms/units and other areas within the dormitory, including installation panels and boxes,
 - 7) damaging walls, doors or fittings in flats, rooms and communal areas,
 - 8) disposing of rubbish and objects in sanitary, drainage, ventilation and technical installations, which may cause them to malfunction, become damaged or catch fire.
 10. Residents are required to report any faults they notice to a reception member immediately. Faults will be rectified in the order in which they are reported, as soon as possible.
 11. Residents are obliged to notify a member of staff at the ZDS office of any illnesses or accidents that may pose a threat to the health and lives of residents of the SGGW student dormitory. After 4:00 p.m. and on public holidays, they must notify a member of the reception staff.
 12. Residents who own a private car are obliged to park in the designated areas, in accordance with the University's internal regulations in this regard, in particular the Parking Space Terms and Conditions within the residential area of the SGGW New Campus. If a car is left in unauthorised areas, the resident shall be held liable in accordance with applicable legislation and the University's internal regulations.
 13. A resident using the University-wide Computer Network (OSK) is obliged to comply with the provisions of the SGGW Information Security Policy and the guidelines of the IT Centre. For failure to comply with the SGGW Information Security Policy and the regulations concerning electronic communication, the resident shall be liable as provided for under Polish law.

§ 6

Dorm Accommodation Fee

1. A resident accommodated in a dormitory shall pay the full fee for the place occupied. The fee is charged for a place in a room shared with one or more flatmates, or for an entire room occupied by a single person.
2. The amount of the fee payable by a student for a place in a dormitory is determined in writing by the Rector for each dormitory. The amount of the fee payable by other persons for a place in a dormitory is determined in writing by the Rector or the Chancellor for each dormitory.
3. The fee referred to in paragraph 1 is calculated based on the DODS cost and revenue statement, drawn up by the SGGW Bursar's Office, following the close of each financial year.
4. Any change to the monthly and daily fees for a place in a student dormitory for students, should it be necessary, shall be determined before 30 September each year for the following academic year, commencing on 1 October, and announced in the 'Rector's Circular letter on the Introduction of Fees for the Accommodation in SGGW Student Dormitories for the SGGW Students'.
5. An SGGW student is required to pay the fee for accommodation in a student dormitory for a given month by the 15th day of that month, and in the case of accommodation commencing from the middle of the month, by the 25th day of that month. For non-SGGW students, the fee for the first billing period is payable in advance upon moving in. These individuals are required to pay subsequent fees by the 7th day of each month.
6. The billing period for a place in a dormitory is one calendar month, beginning on the 1st day of the month and ending on the last calendar day of that month. It is possible to be billed in half-monthly periods: from the 1st to the 15th day of the month, or from the 16th to the last day of that month.
7. If the period of residence is shorter than one month and does not begin or end on the dates specified in paragraph 6, the actual number of days of residence in the given month is taken into account: for stays of up to 15 days, the fee is half the applicable monthly rate for a place in a dormitory; for stays exceeding 15 days, the full rate for a place in a dormitory applies, subject to paragraph 8.
8. No fee for a place in student accommodation is charged in the last days of September to those accommodated for the following academic year (the designated days for standard accommodation between 25 and 30 September, when accommodation for the new academic year takes place, unless such a person cancels their accommodation between check-in and 1 October).
9. In the case of short-term accommodation lasting a few days, it is possible to settle the bill using daily rates, subject to prior agreement on this option with the relevant ZDS Coordinator.
10. If arrears of two months' student dorm fees are identified, a member of staff at the ZDS office shall inform the resident in writing of the outstanding debt and the need to settle it.
11. If it is found that payment has not been made for the two months in arrears and there are arrears for a further month (totalling three months), a member of staff at the ZDS office will issue a final written demand for payment. Failure to make payment within 3.5 months of the date the debt arose will result in immediate loss of accommodation in the student dormitory.
12. In the event of a resident's unjustified absence from the student dormitory for more than half a month, or if the resident evades receiving a reminder, demand for payment or final demand for payment, the resident shall be administratively evicted in accordance with the rules set out in §8(6), and a warning, together with a demand for payment or a final demand for payment, shall be served on them by post, with acknowledgement of receipt.

13. If a former resident fails to settle the debt despite the demand, pre-debt recovery and debt recovery measures shall be applied against them in accordance with the regulations in force in Warsaw University of Life Sciences.

§ 7

Resident's liability

1. The resident bears full responsibility, including financial and disciplinary liability, for their conduct whilst residing in the dormitory, and for any damage or destruction to the premises made available to them, or to any equipment or furnishings entrusted to them, in terms of both quantity and quality, caused by them or their guests.
2. Upon check-in, the resident shall submit a declaration accepting liability for any damage. A template for this declaration is set out in Appendix 4 to these regulations.
3. Residents bear full responsibility for securing their room and/or accommodation unit whilst they are absent (in particular, by locking windows and doors).
4. The resident is obliged to secure their personal belongings (valuables, computer equipment, electronic devices, etc.) themselves.
5. The resident bears full financial and disciplinary responsibility for the presence of guests on the student dormitory premises; this does not exclude or limit the guest's liability arising from generally applicable legal provisions.
6. Residents and their guests are prohibited from allowing access to the dormitories in any manner other than that specified in § 4(8) and (11), in particular from admitting people through the windows of their rooms and/or other rooms in the dormitories, on pain of immediate expulsion from the dormitories.
7. Responsibility for the conduct of the event and for the room hired for the purpose of organising the event lies with the resident-organiser.
8. A resident shall lose their place in the dormitory if:
 - a. they fail to move in by the agreed date,
 - b. they lose their active student status, take a dean's leave of absence, special leave or sick leave, or are awaiting a repeat of a semester or academic year, they change their mode of study from full-time to part-time,
 - c. they obtained a place in the dormitory based on false information – the resident is informed in writing of the loss of their place,
 - d. has transferred their place in the dormitory to a third party – the resident is informed in writing of the loss of their place,
 - e. is in arrears with payments for accommodation at the SGGW dormitory in accordance with the provisions of § 6,
 - f. shall be deprived of the right to reside based on a written decision by the Rector, the Vice-Rector for Didactics, the Chancellor or the Head of DODS, in accordance with their respective areas of responsibility, for reasons other than those specified in paragraph 9.
9. a resident may be deprived of the right to reside in the student dormitory by virtue of a written decision of the Rector, the Vice-Rector for Didactics, the Chancellor or the Head of DODS, in accordance with their respective areas of responsibility, if:
 - a. they are in arrears with payments for their place in the dormitory in a manner other than that specified in § 6,
 - b. they have breached the provisions of the Regulations of the SGGW Student Dormitory,

- c. they have breached the provisions of the student oath or have otherwise engaged in conduct unbecoming of a student or contrary to applicable laws or generally accepted standards of social conduct.

§ 8

Check-out procedure

1. A resident is obliged to vacate the SGGW student dormitory by the last working day of June at the latest, unless they have been allocated accommodation in the SGGW student dormitory for the summer holidays.
2. In the event of moving out during the academic year, the resident is obliged to vacate the premises by the 15th or the last day of the month at the latest; if the 15th or the last day of the month falls on a public holiday, then by the next working day following that date.
3. In cases where the right to reside in the SGGW student dormitory is revoked or forfeited, the deadline for vacating the accommodation expires at the end of the half-monthly billing period in which the revocation or forfeiture of the place in the SGGW student dormitory occurred, or at an earlier date agreed between the resident and a member of staff at the ZDS office, unless the revocation or loss of the right to reside takes effect immediately in the cases specified in these regulations, in particular for safety reasons, in which case check-out must take place without delay on the same day, subject to the second sentence. In the event of being deprived of a place or losing the right to reside at ZDS No. 6, the resident is obliged to vacate the premises on the same day on which the deprivation or loss of the place occurred.
4. Before checking out of the dormitory, the resident is obliged to settle all outstanding obligations towards the dormitory arising from their residence in the premises and the provisions of these regulations, in particular regarding payment for the allocated place or room, on pain of not being allocated a place in the following academic year, and other consequences arising from applicable legal provisions.
5. 'Checking out' is understood to mean: vacating the allocated room by the agreed date after settling all payments, including any costs for repairing damage caused by the resident, carefully and thoroughly cleaning the room and shared areas, and settling accounts for the equipment used in the room/unit in accordance with the 'Room/Unit Inventory Register' signed upon check-in, settling accounts with the storeroom for bed linen and other equipment collected, checking out of the dormitory, and returning the keys to the room/unit and the resident's personalised card to the ZDS office.
6. Should a resident fail to check out in the manner specified in these regulations, they may be administratively checked out by a committee comprising: the ZDS Coordinator or their deputy, a student member of the Residents' Council (where such a council operates in the relevant dormitory) and between 1 and 3 staff members or students of the University. The evicted resident's personal belongings are secured in the dormitory. A written report on the administrative eviction shall be prepared and signed by all committee members. The committee shall destroy belongings secured by the committee if they are not collected within 2 years of the administrative eviction.

§ 9

Residents' Council

1. The Residents' Council is elected by all SGGW students accommodated in each dormitory, no later than 15 November each year, for a term of one academic year. Minutes of the election are drawn up and must be submitted to DODS.
2. The Residents' Council consists of a maximum of five people: the Chair, the Vice-Chair, and members.
3. If no Residents' Council is elected, DODS shall make decisions concerning residents' accommodation in the dormitories.
4. The provisions of the regulations governing the functioning of the student council shall also apply to the functioning of the Residents' Council, provided that those regulations contain provisions in this regard.

§ 10

Luggage storage lockers

1. In selected dormitories, there are luggage storage lockers, hereinafter referred to as 'lockers', intended for the storage of personal belongings, available for a fee to residents of the dormitories (hereinafter also referred to as 'tenants').
2. The lockers are intended solely for the storage of personal belongings. Prohibited items, dangerous items and items that may pose any fire or health and safety risk, or cause discomfort (e.g. those emitting a strong odour), as well as other items whose storage is governed by specific regulations, must not be stored in the lockers. In particular, the following items must not be stored: weapons and ammunition, explosives, flammable materials, fuels, toxic substances, corrosive substances, batteries and rechargeable batteries, plants and animals, fertilisers, pesticides, food and foodstuffs, and perishable products or those liable to go mouldy. The ZDS coordinator has the right to conduct a joint inspection of the contents of a storage unit upon suspicion or upon receiving information of a breach of the rules set out above. Should prohibited items be found, the tenant must immediately empty the storage unit. If the tenant fails to empty the storage unit, SGGW may empty it at the tenant's expense. In all cases, SGGW may charge the locker tenant for the costs of disinfection and/or pest control.
3. Storage unit rental is arranged based on a written application submitted to the ZDS Coordinator. The fee for the entire requested 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 (September–June) is one month, whilst during the summer holidays (July–September) rental is only possible for the entire period. The tenant is provided with an individual key or access code for the storage unit they have rented. The tenant renting the storage unit bears full financial liability for the loss or damage of the key.
4. The Chancellor sets the fees for renting storage units in writing.
5. No later than the last day of the paid rental period, the tenant is obliged to remove all belongings, clean the storage unit if necessary, and return the key to the ZDS Coordinator. Failure to return the storage unit authorises the ZDS Coordinator to open it in the presence of a committee and secure its contents. The owner will be summoned to collect them. The items will be released upon payment of a safekeeping fee equal to the storage unit rental fee for that period. If the items are not collected within the time limit specified in the summons, they shall be deemed abandoned property.
6. It is prohibited to carry out any alterations or modifications to the storage unit, such as fitting additional components, drilling holes, painting or installing additional security measures. A resident renting a storage unit bears full financial liability for any damage caused by improper

handling or use of the unit. The above does not exclude or limit liability arising from generally applicable legal provisions, including disciplinary liability.

7. SGGW guarantees that the storage units are in a satisfactory technical condition, but accepts no liability for items stored in the units, nor for the consequences of unlawful behaviour by tenants, the effects of fortuitous events or the effects of force majeure.
8. In cases where a resident is deprived of or loses the right to reside in a dormitory, they may also be deprived of the right to rent a storage locker.

§ 11

Protection of personal data

1. SGGW, acting as a data controller within the meaning of the GDPR, hereby informs that it will process the personal data provided by the resident for the purpose and to the extent necessary for the proper implementation of these regulations.
2. SGGW has appointed a Data Protection Officer, who may be contacted regarding all matters relating to the processing of personal data and the exercise by data subjects of their rights under the GDPR, available at the following email address: iod@sggw.edu.pl.
3. All personal data obtained in connection with the implementation of the provisions of these Regulations will be processed for the following purposes:
 - 1) to implement the provisions of these regulations (Article 6(1)(b) of the GDPR),
 - 2) to fulfil the legal obligations incumbent on SGGW in connection with the implementation of the provisions of the regulations (Article 6(1)(c) of the GDPR – including the Act on Higher Education and Science, and tax or fiscal regulations,
 - 3) to safeguard and pursue any claims arising from the provisions of the regulations or to defend against such claims (Article 6(1)(f) of the GDPR),
 - 4) maintaining ongoing contact regarding matters relating to the implementation of the provisions of the regulations (Article 6(1)(f) of the GDPR).
4. The recipients of personal data may be entities and authorities to which the Warsaw University of Life Sciences is obliged to disclose personal data pursuant to generally applicable legal provisions, as well as entities to which the SGGW entrusts the processing of personal data based on a relevant contract in connection with the services provided by the aforementioned entity to the SGGW for purposes related to ensuring the proper fulfilment of the objectives referred to in paragraph 3 above.
5. Personal data will be retained for the period necessary to comply with the provisions of these terms and conditions, and thereafter for the period and to the extent required by generally accepted applicable law, or to safeguard and pursue any potential claims, and to defend against such claims.
6. Data subjects have the right to access the aforementioned personal data, to have it rectified, erased if the processing is restricted, and they have the right to object to the processing of their data.
7. Data subjects have the right to lodge a complaint with the supervisory authority, the President of the Office for Personal Data Protection, if they consider that the processing of personal data is not in accordance with generally applicable law.
8. The provision of personal data is voluntary, but necessary for the fulfilment of the provisions of these terms and conditions.
9. Personal data will not be subject to automated decision-making or profiling.
10. As SGGW uses Microsoft's services, personal data may be transferred outside the European Economic Area (EEA), including the USA. Microsoft provides guarantees arising from

compliance with Chapter 5 of the GDPR. It is obliged to ensure the protection of personal data in accordance with standard contractual clauses concluded with SGGW. Further up-to-date information can be found at: <https://privacy.microsoft.com/pl-pl/privacystatement>.

§ 12

Dormitory House Rules

1. Quiet hours on the premises of the SGGW student dormitory are from 23:00 to 06:00.
2. A DODS member of staff, in particular a receptionist, has the right to refuse entry to the student dormitory or to remove from the premises any non-residents, especially those disturbing the peace or otherwise posing a threat to residents or the University's property.
3. The following are prohibited on the student dormitory premises:
 - a. conducting business, commercial or manufacturing activities, etc.,
 - b. providing accommodation to non-residents without prior notification as referred to in § 4,
 - c. consuming alcohol in public areas (corridors, stairwells, etc.),
 - d. storing substances that are hazardous in any way: toxic, flammable, soiling, etc,
 - e. bringing in and keeping animals, except aquarium fish, insects, small rodents, or small amphibians/reptiles kept in terrariums – only with the consent of all flatmates sharing the room or unit,
 - f. posting notices outside the areas designated for this purpose.

Appendix No. 1 to the Regulations of the SGGW Student Dormitories, introduced by Ordinance No. 107 of the Rector of SGGW dated 28 September 2026.

Warsaw, date

.....

Full name (block capitals)

.....

.....

Permanent address

.....

Faculty and Student ID number

**Warsaw University of Life Sciences
Dormitory Management Office
Ul. Nowoursynowska 161
02-787 Warsaw**

I hereby request accommodation in the SGGW student dormitory for the 20...../..... academic year. I declare that the distance from my permanent place of residence to the University is km.

I undertake to comply with the Regulations of the SGGW Student Dormitories, in particular to make timely payments for the allocated room.

.....

legible signature

Appendix No. 2 to the Regulations of the SGGW Student Dormitories, introduced by Ordinance No. 107 of the Rector of the Warsaw University of Life Sciences dated 28 September 2026.

Warsaw, on

.....

Full name (block capitals)

.....

.....

Permanent address

.....

University, Faculty and Student ID number (students)

.....

Email, telephone

**Warsaw University of Life Sciences
Dormitory Management Office
Ul. Nowoursynowska 161
02-787 Warsaw**

I want to apply for accommodation in the SGGW dormitory
in a room..... during the holidays of the 20...../..... academic
year, on the date(s)

I undertake to comply with the Regulations of the SGGW Student Dormitories in Warsaw, in particular
to pay the fees for my room on time.

.....

legible signature

Appendix No. 3 to the Regulations of the SGGW Student Dormitories introduced by Ordinance No. 107 of the Rector of the Warsaw University of Life Sciences dated 28 September 2026.

Warsaw, on

.....
Full name (block capitals)

.....
Permanent address

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

.....
ID card/passport number (non-students)

DECLARATION

I, the undersigned.....
(full surname)

hereby declare that I have read the Regulations of the SGGW Student Dormitories, and that I acknowledge and agree to abide by them.

.....
date, legible handwritten signature

Warsaw, on

DECLARATION

I, the undersigned.....

(full name)

holding an identity card/passport, series no., and being a resident of the student dormitory of the Warsaw University of Life Sciences (SGGW), hereby declare that I bear full responsibility:

- for the property in the room entrusted to me, and I am liable for any damage caused therein, and if the perpetrator of the damage cannot be identified, I shall bear joint liability with the other occupants of the room, including for lost keys, in which case, for security reasons – the damage shall include the necessity to replace the cylinders/locks of the central locking system for the room and block doors,
- for damage caused in the communal areas of the block, where the person responsible cannot be identified, I shall be liable jointly with the other residents of the block who were living there at the time the damage occurred,
- for damage caused in communal areas on individual floors, i.e. corridors, kitchens, etc., if the person responsible for the damage cannot be identified, I shall be liable together with all residents of the relevant floor of the student dormitory who were living there at the time the damage occurred,
- for damage caused in lifts, the lobby, stairwells, bicycle storage areas, laundry rooms, and common areas, meeting rooms, internet signal transmission equipment, CCTV cameras, fire safety system components and other elements of the building's infrastructure; should the person responsible for the damage that is not identified, I shall be liable together with all residents of the student dormitory residing there at the time the damage occurred,
- for damage arising from the removal and control of biological and microbiological hazards, in particular insects, occurring during my stay in a room in the student dormitory, and if the person responsible for the hazard cannot be identified, I shall be liable jointly with the other occupants of the room.

I am aware that I shall be liable in full for any damage caused and hereby agree to be charged for the costs arising therefrom.

.....
date, legible signature

Appendix No. 5 to the Regulations of the SGGW Student Dormitories introduced by Ordinance No. 107 of the Rector of the Warsaw University of Life Sciences dated 28 September 2026.

Warsaw, on

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

.....
Student dorm and room number

.....
Faculty and Student ID number

**Warsaw University of Life Sciences
in Warsaw ZDS
Coordinator –
Ul. Nowoursynowska 161
02-787 Warsaw**

I hereby request to rent a luggage storage locker in the dormitory for
the period from to

I undertake to comply with the Regulations of the Warsaw University of Life Sciences.

.....
legible signature