



Regulation No. 47/2017
of the Rector of the University of Opole
of 27 September 2017
on the approval of the Rules and Regulations of the UO Halls of Residence

Pursuant to the provisions of Article 66 (2) of the Act of 27 July 2005 The Law on Higher Education (Journal of Laws of 2016, 1842, as amended) and § 38 (1) (1) and (5) (2) and (3) of the Statutes of the University of Opole, I hereby order the following:

Section 1

The “Rules and Regulations of the UO Halls of Residence” constituting an appendix to this Regulation are hereby approved.

Section 2

The regulation No. 26/2016 of the Rector of the Opole University of 8 July 2016 on the approval of the rules of the halls of residence of the University of Opole shall cease to be in force.

Section 3

The Regulation shall enter into force on the day of signature.

Rector of the UO
Prof. Marek Masnyk

Rules and Regulations of the Halls of Residence of the University of Opole

Chapter 1

General provisions

1. These Rules and Regulations govern matters related to the operation of the Halls of Residence of the University of Opole.
2. The terms used in these Rules shall have the following meaning:
 - 1) Hall - Hall of Residence of the University of Opole;
 - 2) Committee – Committee for the allocation of accommodation in the Halls of Residence;
 - 3) Security — Residence Hall Security;
 - 4) Council — Council of Residents of the Hall;
 - 5) Rules - these Rules and Regulations.
 - 6) Rector - Rector of the University of Opole;
 - 7) Specialist — an administrative support specialist for the Hall;
 - 8) University - University of Opole;
 - 9) Board - the Board of the Students' Union of the University of Opole
 - 10) Administrator — a person appointed by the Rector of the University of Opole to manage the Campus of the University of Opole.
3. Affairs of residents of the University of Opole Hall of Residence are also regulated by: The Rules for determining the amount, awarding and paying financial aid to students of the University of Opole, as well as other regulations and decisions of the Rector.
4. The final interpretation of these Rules shall be vested in the Rector or a person authorised by them.

Chapter 2

Accommodation in the Halls

Section 2

General provisions

1. Residents of the Halls of Residence are required to comply with the Rules, the Rector's regulations and the decisions of the Administrator and the Council.
2. Residents of the Halls of Residence are required to keep the premises clean and tidy and to observe the safety rules in the Halls of Residence and in the surrounding area.
These Rules also apply to Erasmus students.
4. A place in the University of Opole Halls of Residence is allocated for the academic year from 1 October to 30 June.
5. The Hall is a place of residence for eligible students, as well as a place for them to study, work and relax.

- 6 The right to continue living in the hall of residence in the following academic year is retained by students and doctoral students who meet all of the following requirements:
- 1) resided in the Hall on the basis of a decision by the Committee;
 - 2) filed an application for the subsequent academic year
 - 3) systematically paid for the accommodation within the given time have not been expelled from the Halls,
7. A student may extend their period of residence in the Hall during the holidays (i.e. from 1 July to 30 September of a given calendar year) on the basis of a separate decision, by submitting an application for a place in the Hall for the holiday period, constituting Appendix 2 to these Rules.

If a given hall is closed, residents are referred to a hall providing holiday accommodation. All residents of the Hall are represented by the Council. The Council is a body of the Students' Union of the University of Opole and is subject to the Rules of the Students' Union of the University of Opole.

Section 3

Allocation of a place in the Halls of Residence

1. Places in the Halls are allocated on the basis of the Rules for determining the amount, awarding and payment of financial assistance to students of the University of Opole.
- 2 The decision to grant a place in the Hall within the so-called vacancies may be made by the Administrator.
3. The Committee does not grant places to persons deprived of the right to reside in the Halls of Residence on the basis of separate decisions of the Rector or the Administrator.

Section 4

Accommodation

1. Check-in takes place according to the schedule established for the academic year indicated by the administration of the Halls.
2. Check-in referred to in subsection 1 shall be arranged on the basis of lists of persons who have been allocated a place in a given hall of residence, submitted by the Office of Student Affairs of the University of Opole to the administration of the relevant hall of residence on dates allowing for checking-in.
3. In the event that persons who have confirmed their intention to reside in the Hall are unable to move in on the date specified in subsection 1, they are required to inform the administration of the Halls of this fact, indicating the date of their intended move-in. Arrival at a later date does not reduce the monthly fee for the place.
4. Before moving in, the person who confirmed their intention to stay at the Halls of Residence is required to read the Rules. This fact must be confirmed in writing at the time of check-in.

5. Upon moving in, a person becomes a resident of the Halls of Residence and, as such, becomes subject to the terms and conditions set out in the Rules.
6. Students are accommodated by Specialists in cooperation with the Council or persons designated by the Specialist.
7. The person checking in should have the following:
 - 1) their photo,
 - 2) a valid student ID card
 - 3) other ID

In the absence of a photograph or documents, a student or person applying for a place in the hall of residence will not be accommodated.

8. Upon check-in, the student/resident shall:
 - a) sign a contract;
 - b) receive a resident card and equipment for which they are financially liable.
9. Within 2 days of the date of arrival, the resident shall report any defects in the room/module to the administration. The notification must be made in writing.
10. Foreign students and recipients of maintenance grants may request bedding (i.e. pillows, duvets, blankets). The fee for renting bed linen is non-refundable. The amount of the fee is determined on the basis of the Administrator's Order, with the consent of the Board.
The rest of the residents provide their own pillows, duvets and duvet covers.
11. A template of the contract referred to in subsection 8(a) is attached as Appendix 1 to these Rules.

Section 5

Transfers and adding residents

1. With the consent of the Administrator, the Specialist has the right to accommodate a person entitled to reside in the Hall of Residence in a room where there is a vacancy, without the consent of the residents of that room.
If the residents of the room to which such an additional resident is to be accommodated pay the fees that the University would receive for such accommodation from the person interested in it, then such additional accommodation may not take place.
2. Students or persons accommodated in the Halls of Residence are required, at the request of a Specialist, to move to the designated room in order to ensure the effective use of places in the Halls of Residence.
3. Within three days after a resident of the Halls vacates their room, the other occupants of the room may notify the Specialist that they do not agree to another person being allocated to their room. In this case, they shall bear the costs as if another person had been accommodated in the vacant place.
4. If there is an intention to accommodate another person in a vacant place in a given room, its residents should be notified by means of generally accepted means of communication three days before the move-in date.

Section 6

Termination of occupancy

Residents should inform the administration (in person, by phone or by email) of their intention to move out at least 7 days in advance.

2. When moving out of the Halls, residents are required to:
 - a) return any collected or rented equipment and bedding to the storeroom,
 - b) hand over the room/segment to the Hall staff in good order
 - c) return the resident card to the Specialist,
 - d) return the key to the Specialist,
3. Residents shall be individually liable for any damage or loss of equipment and other material losses in the occupied room/apartment, taking into account the current prices.
4. A resident loses the right to stay in the Hall before the end of the period for which they were granted accommodation if:
 - a) has been removed from the list of students,
 - b) fails to pay the fees,
 - c) before commencing check-in, they will not notify the Specialist of their intention to move in at a later date,
 - d) provides overnight accommodation in a room to unauthorised persons.
5. A resident who has lost the right to stay in the Hall is obliged to vacate the premises within 3 days of the date of delivery of the decision, after returning any property entrusted to them, settling all fees and returning their resident card.
6. A resident may be denied the right to stay in the Hall by decision of the Administrator, at the request of the Specialist or the Board, after consultation with the Council. The restriction may be permanent or temporary.
7. In the event of a gross violation of the Rules, in particular: acts of vandalism, damage to property, offences committed under the influence of psychoactive substances, the Specialist, in consultation with the Council, has the right to submit a request to the Administrator for immediate eviction. The Administrator shall consider the request within 7 days of its submission and, if the request is granted, shall issue an opinion.
8. A person who has been denied the right to reside in a hall of residence loses the right to accommodation in any Hall.

Section 7

Rights and obligations of residents

1. Residents have the right to:
 - a) use all rooms and facilities of the Hall intended for general use,
 - b) report any damage to the general equipment of the hall of residence and their room to the hall of residence administration, either directly or by entering comments in the 'fault report book'.
 - c) rearrange and decorate their room in a manner that does not result in damage, with the obligation to restore the room to its previous condition upon check-out. rearrangement does not include furniture fixed to the walls or floor,

- d) receive guests in accordance with the rules of conduct,
- e) active and passive participation in the elections to the Council,
- f) submit any comments, requests and opinions concerning the functioning of the Hall to the Specialist and the Council,
- g) the resident has the right to use in the room: a computer, radio and television sets with peripheral devices. The terms and conditions of using the ACNUO network are set out in Appendix 6 to the Rules.

2. Residents are obliged to:

- a) comply with these Rules, decisions and regulations of the university authorities and the Specialist, as well as comply with the norms of social coexistence and generally applicable law,
be familiar with and comply with health and safety and fire regulations, and keep their rooms clean and tidy, treat the property of the University of Opole and the facilities and equipment of the hall of residence with care, keep common areas clean, to follow the instructions of the Specialist, service staff and the Council,
- d) A resident who vacates a place in the Hall during or after the academic year is obliged to take all personal belongings with them.
- e) pay the accommodation fee on time,
- f) check the correctness of the fees charged for accommodation.
- g) inform the administration of any change in their status (student/removed from the list of students/graduate).
- h) a student who submitted a declaration for the next academic year is obliged to notify the administration of their resignation from the place in the hall no later than 7 days before the start of the moving-in process,
- i) produce their resident card upon request of the Specialist, a member of the Hall staff, members of the Council or administrative staff of the University Campus,
- j) observe quiet hours between 11 p.m. and 6 a.m.

Section 8

Residents of the Halls are not allowed to

1. Change rooms without permission or occupy a vacant place in another room without a valid reason and without the consent of the Specialist.
2. Give away resident cards or student ID cards to unauthorised persons,
3. Hold resident cards from other Halls
4. Allow unauthorised persons to enter the Halls
5. Install, modify or repair electrical, water, heating, gas and computer systems without permission.
6. Tamper with door locks and have keys duplicated,
7. Bring motor vehicles and bicycles into enclosed spaces (excluding spaces designated for that purpose).

8. take items belonging to the Halls out of the building,
9. Organise and run gambling,
10. Possess melee weapons, firearms, pneumatic weapons,
11. Wrap walls, doors and equipment in the Hall,
12. Place advertisements, inscriptions, printed materials and notices in places designated for this purpose without the consent of the Specialist,
13. Throw garbage outside the designated places.
14. Place things on external window sills or throw things out of the window.
15. Place any stuff in the corridors of the Halls,
16. Dispose of waste and other refuse in sanitary facilities and sewage systems, causing blockages in pipes
17. Smoke on the premises of the Halls
18. Use manual fire alarms for no good reason.

Section 9

Prohibition on the sale and use of psychoactive substances

It is forbidden to sell, use and possess psychoactive substances in the Halls. Failure to comply with this prohibition and disruption of order in the Halls will result in sanctions specified in the Rules.

Section 10

Accommodation Fee

1. The fee for a place in the Hall is determined by the Rector in consultation with the Board.
2. The University shall not be liable for the consequences of incorrect classification of a payment resulting from entering an incorrect bank account number or other similar reasons.
3. Monthly accommodation fees are paid by residents who are students of the University by bank transfer to the University account indicated in the USOS web system (individual student account) by the 20th of each month.
4. The payment is due on the date on which the funds are credited to the University's bank account.
5. Residents who are not students of the University pay the monthly fee for a place in the Hall in cash at the administration office of the 'KMICIC' hall of residence by the 5th day of each month.
6. Residents who, due to temporary financial difficulties or other important reasons, did not pay the accommodation fee on time may apply for an extension of the payment deadline.
7. Timely payment of fees is one of the criteria that determine whether the right to reside in the Hall in the next academic year can be retained.
8. No statutory interest shall be charged for late payment by a student for a place in a hall of residence if the University fails to pay the student

the scholarship granted for this purpose on time. This applies only to the period of the University's delay in paying the scholarship referred to above.

9. In the case of temporary accommodation, persons using guest rooms or student rooms shall pay the fee in cash at the administration office in the 'KMICIC' hall. In justified cases, the Administrator, at the request of the Specialist, has the right to extend the deadline for payment of the fee to one month with the addition of statutory interest for delay.

Section 11

Other fees

In the case of the following:

1. persons named by the Rector, Vice-Rector for Academic and Student Affairs, and the Chancellor,
2. members of the Security Service,
3. Residents' Councils,
4. children of residents of the Hall,
5. Chair of the Students' Union of the University of Opole,
6. members of the Board,
7. persons designated by the Board

fees for a place in the Hall are determined by the Vice-Rector for Academic and Student Affairs

Section 12

Visitors and Guests

In particularly justified cases, the Specialist may grant permission for guests of residents to

1. stay overnight in their rooms. The permission may be granted after obtaining the consent of the other lodgers.
2. A resident of the Hall should submit a written request for accommodation for their guests to the Specialist during office hours.
3. Providing overnight accommodation in student rooms to unauthorised persons is prohibited and may result in the loss of accommodation in the Hall.
4. During the 'Piastonia' student festival, no overnight permits will be issued to visitors. Such permits can be obtained not later than three days before the start of the event.
5. Each resident of the Halls has the right to book accommodation for their guests in guest rooms on terms set by the Administrator and for a fee determined by the Rector's regulation.

Section 13

Entry passes

1. An entry pass is a permit for a non-resident to stay in the Hall after 9.30 p.m.
2. Entry passes are only available to residents who are currently enrolled at the University of Opole. Students are entitled to receive three passes per month. Each additional pass can be issued after payment of the fee which is determined by the Administrator in consultation with the Board.
3. Passes are issued by the Council in a manner agreed with the Board and communicated to residents.

4. The Council keeps a register of passes issued.
5. Entry passes are not available to unauthorised persons, i.e. persons who:
 - a) are denied the right to reside in the Hall,
 - b) do not pay the accommodation fees within the set deadline. The Specialist shall send the Council a list of persons who are not authorised to receive entry passes.
6. The Security, in consultation with the Council, has the right to cancel an entry pass in justified cases.

Chapter III

Rules of occupancy

Section 14

Access to the Halls of Residence

1. Access to the Halls of Residence is unrestricted between 7 a.m. and 9.30 p.m. Persons who are not residents of the Halls are required to present a photo ID to the porter and provide the room number they are visiting.
2. Any persons without a valid resident card for the given hall of residence or an entry pass are required to leave the Hall of Residence by 10 p.m. under penalty of being required to pay the porter a fee for overnight stay in the amount specified by the Rector.
3. Between 9.30 p.m. and 7 a.m., the porter will only allow persons who present a valid resident card for the hall of residence or an entry pass. If a resident does not have their resident card on them, they may be allowed to enter the Hall upon presentation of another document (ID card, student ID card, student record book, driving licence, passport) which will enable the porter to establish their identity and check whether they are listed in the records held by the porters of the Hall in question.
4. Between 9.30 p.m. and midnight, residents of Halls may enter and stay in another Hall upon presentation of a valid resident card.
5. Members of the Board and its proxies may stay in any Hall without restriction. Members of the Board should hold a valid Students' Union ID card. The up-to-date list of Board members should be available at every reception desk of the Halls.

Section 15

Restricted access

1. The Administrator may impose restrictions on access to the Halls after 9.30 p.m. only in justified circumstances and after consultation with the Council. Information about such restrictions must be announced at least one day in advance.

2. The Administrator, in consultation with the Council, may revoke the right of access to the Halls of Residence for persons who are not residents of the Halls of Residence and who have violated the Rules or the principles of social coexistence.
Persons who are under the influence of alcohol or intoxicating substances and who are not residents of the Hall are not permitted to enter the premises of the Hall.

Section 16

Visits

1. Visits after 10 p.m. require the consent of all residents of the room.
2. In the event of damage caused by a visitor, the visited person shall be financially liable in accordance with the general principles laid down by law.

Section 17

Night quiet hours

1. Quiet hours in the Halls of Residence are observed between 11 p.m. and 6 a.m.
2. During quiet hours, all persons staying in the Halls of Residence are required to behave in a manner that does not interfere with the right of others to rest.

Section 18

Keys

1. When collecting the room keys, the resident of the Hall is required to present their resident card to the person authorised to hand out the keys. Keys can only be collected in person by residents.
2. When leaving the Hall, residents are required to leave their room keys at the reception desk.
3. Copying keys and replacing or installing additional locks in the room without the consent of a Specialist is prohibited.

Section 19

Student rooms

1. Student rooms located in the Halls are subject to supervision by the Administrator and the Board.
2. The allocation of student office space in the Halls is made by the Chancellor at the request of the Administrator.

Section 20

Liability of residents

1. All persons staying on the premises of the Halls are obliged to comply with the Rules, the Rector's regulations and the decisions of the Administrator and the Council.
2. In the event of a violation of the Rules, the resident will receive a warning

(valid for the entire period of residence). Another violation of the Rules will result in a written disciplinary notice, which will prevent the student from staying in the Halls of Residence in the next academic year. Information about the warning is forwarded to the Office of Student Affairs.

3. Residents may redeem themselves for breaches of the Rules by performing voluntary work for the Halls. The type of work is decided by the Specialist in consultation with the Council.
4. The Administrator, in consultation with the Rector and the Board, may introduce additional declarations regarding material liability.

Section 23

Pets in the Halls

Residents of the Halls of Residence have the right to keep pets in the Halls of Residence, provided that they submit an application to the Council together with the animal's vaccination card and the consent of their room-mates:

- 1) in the case of a room located in a module - consent of all residents of the module;
 - 2) in the case of other rooms - consent of the residents of five directly neighbouring rooms.
2. When applying for permission to have a pet in the Halls, a resident must obtain permission from the Council and then from the Board.
 3. The owner is fully responsible for any damage caused by the animal. Failure to obtain the required consent and violation of the provisions set out in subsection 4 shall constitute grounds for expulsion from the Hall.
 4. Residents of the Halls of Residence who have pets are required to:
 - 1) Walk their pets outside the room using appropriate accessories that prevent them from moving freely around the Halls (e.g. a leash for dogs)
 - 2) Keep the animal's living area clean
 - 3) Keep animals out of sanitary facilities — kitchens and toilets
 5. A resident of the Halls who has an animal is obliged to pay an additional fee for the animal's stay in the room. The fee is determined by the Administrator in consultation with the Board.
 - 6 A co-tenant of the animal's owner has the right to withdraw their consent by submitting a request for the removal of the animal by its owner to the Specialist. After this request has been made, the owner of the animal has 14 days to remove their pet. In the event of a change within the group of residents referred to in subsection 1, the consent may be withdrawn by new residents.
 7. If it is not possible to accommodate another resident in the room of a resident of the Halls in possession of an animal, justified by the refusal to allow the animal to be kept in the room, the owner of the animal is obliged to remove the animal or pay the fees specified in the price list for unused places.

Section 24
Responsibility of the administration of the Halls of Residence

Unless otherwise provided by mandatory provisions of law, the administration of the Halls of Residence shall not be liable for:

- I) items and objects belonging to students left unattended in the Halls during the academic year,
- 2) items and objects belonging to students left in inadequately secured or unlocked student rooms during the academic year,
- 3) items and objects left by students in their rooms after checking out at the end of the academic year,

Section 25
Entering the room

1. A specialist or porter, accompanied by at least one member of the Council or Security, shall have the right to enter a student room for inspection if no residents are present. If at least one resident is present in the room, the requirement for a representative of the Council or Security to be present shall not apply.
2. In the event of a failure of the installation (e.g. water, heating), a repair crew member may enter the room accompanied by an administrative employee of the Hall or a member of the Council or Security.

Section 26
No sale of alcohol or cigarettes

1. The sale of alcohol, tobacco products and intoxicating substances is prohibited in the Halls. Failure to comply with this prohibition and disturbing the public order in the Halls by a person under the influence of alcohol or intoxicating substances will result in disciplinary actions specified in the Rules.
2. Persons who are under the influence of alcohol or other intoxicating substances and who are not residents of the Halls of Residence are not allowed to enter the premises of the Halls of Residence.
3. In the halls, smoking tobacco products in a manner inconsistent with the provisions of the Act of November 9, 1995 on the protection of health against the consequences of using tobacco and tobacco products is prohibited. (Journal of Laws of 1996, No. 10, item 55, as amended).

Section 27
Conduct on the premises of the Halls

All persons staying on the premises of the Hall of Residence are required to comply with the Rules, the Rector's regulations and the decisions of the Administrator and the Council.

Chapter 4
Council of Residents

Section 28
General provisions

1. The Council is a body of the Students' Union which represents all residents of the Hall of Residence. If the Council is temporarily unable to perform its duties, its competences shall be taken over by the Board.
2. The Council is responsible for organisational and order affairs, along with the Specialist and Security.
3. All residents of the Hall are required to cooperate with the Council and comply with its decisions.

Section 29
Rights and obligations of the Council

1. The Council has the right to:
 - 1) report any problems related to living in the Halls to the Specialist or the Administrator,
 - 2) in justified cases, enter a student's room together with the Specialist or porter,
 - 3) apply to the Administrator to terminate the residence of a person who grossly violates the Rules.
2. The Council is obliged to cooperate with the Specialist, in particular:
 - 1) to provide assistance during the check-in and check-out of residents,
 - 2) to assist porters and Security and to intervene in the event of disturbances on the premises of the Hall,
 - 3) to keep a register of issued passes,
 - 4) to report any faults occurring on the premises of the Hall to the Specialist,
 - 5) to conduct room inspections once every two months and submit the results to the Specialist,
 - 6) to cooperate closely with the Board and submit a report on the Council's activities every three months.
3. The Council is obliged to organise at least one event for the residents of its Hall per semester. Events may be of an integrative, entertainment, artistic, scientific or cultural nature.
4. The Board shall exercise close supervision over the Council's operation.

Section 30
Composition and elections

1. The number of Council members is determined on the basis of the principle that for every 100 residents of a Hall, there is one Council member.
2. The Council consists of persons who received the highest number of votes during the elections.

3. The right to vote and stand for election is granted to students of the University of Opole who are residents of a given Hall.
4. Elections to the Council are conducted by the Board.

Section 31

Term of office

1. The term of office of the Council lasts one calendar year and begins seven days after the election.
2. The term of office of a Council member expires before the end of the term on the date of: completion of studies, loss of student status, resignation from office, dismissal from office, loss of office by operation of law, loss of place in the Hall, suspension of student rights, legally binding disciplinary punishment, a final conviction for an intentional crime, or death.
3. In the event of the expiry of a Council member's term of office before the scheduled date, a by-election shall be held.
4. The term of office of the persons referred to in point 3 shall last until the date on which the term of office of their predecessor would have expired.

Section 32

Dismissal

1. The Students' Parliament of the University of Opole, at the request of the Council, the Board, 1/10 of the residents of the Hall or the administrator, after finding significant violations or evasion of duties, may dissolve the Council or dismiss its individual members by a majority vote.
2. In the event of dissolution of the entire Council, new elections shall be held. The term of office of the new Council shall last until the date on which the term of office of the dissolved Council would have expired.
3. The provisions of the Students' Union Rules on the dismissal of persons holding office in the Students' Union shall apply to the dismissal of Council members.

Section 32

Failure to fulfil duties

1. In the event of a Council member failing to fulfil their obligations, the Administrator, at the request of the Board or other Council members, may deprive that person of their discount for accommodation in the Hall for a period of one month.
2. The person who has been suspended from the discount pursuant to subsection 1 may not run for election to the Council after the end of their term of office.
3. If the situation referred to in subsection 1 occurs twice, the Board may submit a motion to dismiss such a person from the Council.

Section 34

Chair of the Council

1. The Council elects a Chair from among its members by a majority vote.

2. The Chair or a person authorised by them shall authenticate all documents of the Council with their signature.
3. The Chair of the Council is a member of the Students' Parliament of the University of Opole. At the last meeting of the academic year, the Chair of the Council presents a report on the Council's activities, including the information on organised events, to the Students' Parliament of the University of Opole.
4. The Council may dismiss the Chair by a majority vote.

Chapter 5

Security

Section 34

General provisions

1. The Resident Hall Security is a form of activity carried out by residents to ensure safety, order and peace in the Halls.
2. The Security reports to the Specialist and provides assistance to the porters.
4. The Board cooperates with the Security and has an advisory role in the supervisory actions of the Administrator.

Section 35

Members of the Resident Hall Security

1. A person of good character who possesses the qualities necessary to perform this function may become a member of the Security.
2. Only residents of Hall may become members. Priority in admission to the Security is given to students of the University, then to students of other universities, and then to non-students.
3. The following persons may not be members of the Security: members of the Board, the Audit Committee of the Students' Union, and the Council.
4. Those willing to join the Security should submit a written application to the Board.
5. The Security Service consists of 6 people in each Hall of Residence. Admission to the Security is granted by the Administrator at the request of the Specialist. The condition for appointment to the Security is the acceptance of the candidate by the Board.
6. Each candidate is required to complete a trial period. The Head of the Security announces recruitment for the Security by 5 May each year. Candidates work shifts alongside with members of the Security. The Head of Security decides on the number of shifts. Candidates are required to work shifts during the 'Piastonia'. After the trial period, the Head of Security issues an opinion on the candidates. In exceptional cases, it is possible to accept a candidate without a trial period in consultation with the Specialist and the Board.
5. The Board shall decide whether to accept or reject a candidate based on the opinion of the porters, the Council and the current Head of Security.

Section 36

Loss of function and dismissal

Membership in the Security shall terminate before the expiry date on the date of resignation, dismissal, loss of membership by operation of law, loss of place in the hall of residence, a final conviction

for an intentional crime, or death. In the case of students, membership in the Security also ceases on the date of suspension in student rights or a final disciplinary penalty.

2. At the request of the Board, the Administrator may dismiss a member of Security who fails to perform their duties, commits an intentional offence, seriously violates the Rules or otherwise loses public trust.

Section 37

Head of the Resident Hall Security

1. The members of the Security Team of a given Hall of Residence shall elect the Head of Security from among themselves. If no selection is made, the Head of Security shall be appointed by the Board in consultation with the Specialist. The Head of Security organises its operation and endorses Security documents with their signature. The Head participates in the Council meetings in an advisory capacity.
3. For justified reasons, the Administrator may, at the request of the Board, remove the Head of Security from office.

Section 38

Hall Security Action Guidelines

1. Security guards shall perform their duties without the use of direct force. If necessary, they are required to notify the University campus security or the Police.
2. Security guards may perform their duties upon presentation of a document certifying their position.
3. Security guards may only perform their duties on the premises of the Hall where they reside. A member of Security may perform duties on the premises of another Hall of residence at the request of the Security staff of that Hall.
4. During the Piastonia, the Winter Song Festival, the Big Barbecue and the Initiation Ceremony, Security Guards perform other tasks within the scope and time specified by the Board, also on the University campus.

Section 39

Powers of the Resident Hall Security

1. Security guards have the right to enter rooms whose occupants or guests do not comply with the law or the rules.
2. Security guards may request to see a resident card or entry pass and a document with a photograph in order to verify that the person is authorised to be on the premises of the Hall. In the event of refusal, security guards may ask the person to leave the Hall. If the person refuses to leave the Hall, the Security should call the Police or the University campus security for assistance.
3. Security guards may ask persons remaining on the premises of the Hall to present a document confirming their identity in order to verify their right to be on the premises of the Hall. In case of refusal, Security may request assistance from the Police or the University campus security.

4. The Security has the right to withhold a resident's card for failure to comply with the rules of the Hall, and then forward it to the Hall administration (the resident whose card has been taken away should report to the Hall administration to provide an explanation). After receiving the resident card, the specialist decides whether to apply for disciplinary action against the student.
5. The Security, pursuant to Section 13(6) of the Rules, has the right to cancel entry passes.
6. The Security may request the Specialist to issue a warning to the resident of the Hall.
7. The Security does not allow unauthorised persons to remain on the premises of the Hall after 10 p.m.

Chapter 6

Local Administrator of the ACNUO

Section 40

1. The local Administrator is chosen in October for the given academic year. The tasks of the local administrator are specified in Appendix 6 to the Rules.
2. The local administrator is selected by the Board, which submits the name of the selected administrator to the IT Centre of the University of Opole. The local administrator is required to report to the IT Centre of the University of Opole immediately after approval.
3. The Board shall dismiss a local administrator who fails to perform their duties or performs them in a defective manner.
4. In the event of resignation, the local administrator shall give one month's notice of his or her resignation.
5. During a holiday break, one local administrator shall also work on the University campus.

Chapter 7

Final provisions

Section 41

1. The Students' Parliament of the University of Opole may amend these Rules by a simple majority of votes. Amendments shall enter into force on the date of their approval by the Rector by way of a regulation.
2. In exceptional circumstances, the Administrator may introduce temporary amendments to the Rules with the consent of the Board. The introduction of permanent changes requires approval by the Students' Parliament of the University of Opole within one month, otherwise the temporary changes to the Rules introduced by the Administrator shall cease to be valid.
3. The Students' Parliament of the University of Opole may introduce changes to Appendix 6 to the Rules only with the consent of the IT Centre of the University of Opole.

Appendices:

1. Agreement — Appendix No. 1,
2. application for accommodation during the holidays for the UO students – Appendix 2,
3. application for accommodation during holidays for non-residents – Appendix No. 3
4. application for vacant places — Appendix 4
5. declaration — Appendix No. 5
6. Terms and Conditions of using the Computer Network of the University of Opole – Appendix 6.

Campus of the University of Opole

Agreement No. _____

Concluded on _____ in Opole

between:

UNIVERSITY OF OPOLE – with its registered office at: 45-040 Opole, Kopernika 11 a,
correspondence address: 45-040 Opole, Pl. Kopernika 11A, represented by _____

and

Ms / Mr

First name

Surname

Student No.: _____

PESEL No.: _____

Serial number of the ID card: _____

Field of study: _____

Names of parents: _____

Permanent residence address; _____

E-mail address: _____

hereinafter referred to as the Student/Doctoral student.

Section 1

The University of Opole undertakes to provide accommodation in the UO Halls of Residence for the period from _____ to _____.

Section 2

The Rules and Regulations of the University of Opole Hall of Residence define the general rules of conduct, rights and obligations of residents.

The Rules of the Hall of Residence are available on the website:
<http://kampus.ani.opole.pl/akademik-krok-po-kroku/>.

Section 3

The accommodation fee should be paid by the Student/Doctoral Student on a monthly basis, in advance, by the 20th day of each calendar month, to the Student/Doctoral Student's individual bank account at Bank Zachodni WBK S.A. No. _____ with the month and academic year for which the fee is being paid indicated.

Section 4

This Agreement has been drafted in two counterparts, one for each Party.

Date and signature of the authorised person

Resident's signature

- ☐ I declare that I have read and understand the Rules and Regulations of the Hall of Residence of the University of Opole.
- ☐ I consent to the processing of my personal data by the Administration of the Campus of the University of Opole in accordance with the provisions of the Act of 29 August 1997 (Journal of Laws 201 6.9224).

Opole, on

Resident's signature

APPLICATION
for accommodation in the UO Hall of Residence
during the holiday period for UO students

Full name:

OPOLE, _____

Address/(Hall of Residence, Room No.)

Phone number. e-mail

Chancellor of the University of Opole

I kindly request accommodation in the _____ Hall of Residence during
holidays, from _____ to _____.

I justify my request by the fact that _____.

Signature of the Applicant

Pursuant to Article 23(1)(1) of the Act of 29 August 1997 on the protection of personal data
(consolidated text: Journal of Laws 6.922) I hereby give my consent to the collection and
processing of my personal data by the University of Opole for the purpose of providing me with
accommodation in the Halls of Residence.

Date and signature of the Applicant

APPLICATION
for a place/room in the UO Hall of Residence
during the holiday period for persons who are not students of the UO

Full name

Address

Phone number, e-mail

I kindly request a place in the hall of residence during holidays from to

I justify my request by the fact that
.....

Pursuant to Article 23(1)(1) of the Act of 29 August 1997 on the protection of personal data (consolidated text: Journal of Laws 2016.922) I hereby give my consent to the collection and processing of my personal data by the University of Opole for the purpose of providing me with accommodation in the Hall of Residence.

Date and signature of the Applicant

**APPLICATION
for granting a place/room in the UO
Halls of Residence
subject to availability**

Opole, on

Full name:

Address

Phone number. e-mail

Chancellor of the University of Opole

I kindly apply for accommodation in the Hall of Residence. I justify my
request by the fact that
..... .

Applicant's signature

Pursuant to Article 23(1)(1) of the Act of 29 August 1997 on the protection of personal data (consolidated text: Journal of Laws 2016.922) I hereby give my consent to the collection and processing of my personal data by the University of Opole for the purpose of providing me with accommodation in the Hall of Residence.

Date and signature of the Applicant

Załącznik nr 5 do Regulaminu Domu Studenta Uniwersytetu Opolskiego
Appendix no. 5 to the Rules and Regulations of the Halls of Residence of the
University of Opole

Opole, on

(Full name)

(Residence address/Permanent residence address)

(Year and field of study - full-time studies)

Student No.

(Contact telephone No.)

DECLARATION

I declare that in the current academic year I am accommodated in the _____ Hall of Residence.

I declare my willingness to continue my stay in the Hall during the academic year

- ☐ I declare that my financial situation remains the same as at the time of granting me accommodation in the Halls of Residence previously.
- ☐ I declare that I have read and understand the Rules and Regulations of the Hall of Residence of the University of Opole and the Terms and conditions of using the ACNUO, and I undertake to observe them.

(Approval of the Head of the Hall of Residence)

(Student's signature)

NOTES:

*Terms and Conditions of using the Academic
Computer Network of the University of Opole
(ACNUO)*

Section 1

General information

1. Residents of the 'Kmicic', 'Niechcic', "Spójnik" and 'Mrowisko' (in the renovated part) halls of residence can connect their private computers to the Academic Computer Network of the University of Opole, thus gaining access to the INTERNET. Such computers must be equipped with an Ethernet 10 or 10/100 Mbps network card with an RJ-45 connector.
2. Each room has one or two RJ-45 network sockets (logical) and 1 or 2 dedicated power sockets (230V=), which are to be used exclusively for connecting any computer equipment.
3. The separate electrical network sockets are marked in red (except for the Niechcic Hall) so as not to be confused with **general-purpose power sockets**.
4. It is prohibited to connect devices other than computer equipment, such as heaters, dryers, refrigerators, TV sets, etc., to the sockets of the separate electrical network. Failure to comply with this rule may result in serious damage to computer equipment and active computer network devices.
5. The active ACNUO network devices and structured cabling installed in the Halls are the property of the University.
6. The ACNUO is configured and managed by the IT Centre (ACNUO Administrator) .
7. The ACNUO Terms and Conditions, hereinafter referred to as the Terms, constitute an agreement between the ACNUO administrator and the network user, i.e. a resident of the Hall of Residence, regarding the use of the computer network. The Terms and Conditions are available in writing from the Administrator or a specialist, as well as in electronic form at www.centrum.uni.opole.pl.
8. In the event of any disputes between the ACNUO network user and the IT Centre (ACNUO Administrator), the IT Centre shall have the right to interpret the provisions of these Terms and Conditions.
9. The use of the ACNUO is free of charge and available in higher standard rooms..
10. The network operates 24 hours a day, seven days a week, except for maintenance or repair periods.
11. September is the month reserved for maintenance of network equipment and structural cabling forming the ACNUO network. During this period, there may be frequent interruptions in access to the ACNUO network and the Internet.

Section 2

Connection to the ACNUO

1. Only computers owned by residents of the Halls may be connected to the network.
2. In the event of connecting a computer that is not owned by a resident of the halls (visitor, guest) to the ACNUO network, the person who allowed the connection shall be responsible for any consequences of connecting such a computer to the ACNUO.
3. A varying number of logical and electrical sockets have been installed in the rooms of individual Halls:
 - in the Kmicic Hall – 1 network socket and 1 power socket,

- in the Niechcic, Spójnik and Mrowisko Halls – 2 network sockets and 2 power sockets.
- 4. Each user is required to purchase, at their own expense, the network components necessary to connect their computer to the ASKUO network, i.e. a network card and a Cat. 5e patch cord (a network cable equipped with RJ-45 connectors at both ends, which connects the computer to the network).
- 5. One computer unit can be connected to one network socket and one dedicated power socket.
- 6. If it is necessary to connect more computers than there are network sockets installed in the rooms, use a network switch (SWITCH or HUB) by connecting the network switch to the network socket and the computer to the socket in the network switch (SWITCH, HUB). If it is necessary to connect several computers (computer equipment) to a separate power socket, use an extension cord equipped with a mains filter. The network switch can be borrowed from the Administrator on a rental basis, according to the rules established by the manager, while the extension cord must be purchased independently at any computer shop.
- 7. Student organisations may be connected to the ACNUO at the request of the Students' Union, approved by the Vice-Rector for Academic and Student Affairs.
- 8. It is strictly forbidden to connect any other network devices that are not computers (i.e. routers, access points, print servers, etc.) to the network without the consent of the ACNUO Administrator.
- 9. The computer connected to the network must be operational and correctly configured. This mainly concerns the installation of a network card with drivers and the appropriate configuration of the operating system, web browser and TCP/IP network protocols (automatic configuration recommended — DHCP).
- 10. The TCP/IP protocol configuration for the network card is performed automatically (via the DHCP protocol) after connecting the computer to the ACNUO logical socket using a network cable (patch cord).
- 11. The number of computers connected to the network is limited by technical capabilities and the number of IP addresses assigned to the ACNUO.
- 12. The allocation of IP addresses is decided by the ACNUO Administrator.

Section 3

Local ACNUO network administrator

1. The local administrator is appointed for a given academic year by the Board at the beginning of the academic year - one person per academic campus.

2. In the event of problems with accessing the Internet, the user should first contact the local Administrator for assistance.
3. The full name and place of residence of the person acting as the local Administrator shall be announced on the website www.askuo.uni.opole.pl and on information boards located in the reception areas of individual halls of residence.

Section 4

Use of the ACNUO network

1. The user may use the network provided that they comply with the provisions of these Terms and Conditions, as well as the general rules for using the INTERNET (netiquette).
2. A user in breach of the Terms may be temporarily or permanently denied access to the network.
3. Persons who violate the privacy of other network users or the ACNUO Administrator and use offensive language, profanity, etc., will be deprived of the privilege of using the ACNUO.
4. When using the network, users are granted equal access to the INTERNET via the Municipal Computer Network in Opole (MAN Opole).
5. It is prohibited to perform any activities that may disrupt the functioning of the ACNUO network, such as disconnecting cables, replacing network components, software, etc. The person making the modifications or changes to the network topology without the consent of the ACNUO Administrator shall be held responsible for any such modifications or changes.
6. Any attempts to attack the network or computers, e.g. DOS attacks (denial of network services), sending spam, etc., are prohibited.
7. It is forbidden for users to run any service servers (e.g. WWW, FTP, Peer2Peer, WFNS, DNS, DC, DHCP, SQL, PROXY, Gopher, etc.).
8. The ACNUO Administrator is not obliged to make local resources of other network users available
9. The ACNUO Administrator shall not be liable for any malfunction of the system caused by users or for reasons beyond their control, such as system failures and failures of external operators' connections.
10. In the event of a network failure, the ACNUO Administrator guarantees the time required to remove the failure, consisting in the lack of access to the ACKUO network and the Internet, not resulting from atmospheric causes or reasons dependent on other operators with whom the ACKUO Administrator is connected.
within 24 hours of the time of reporting the failure (Monday to Friday). If the failure occurs on a Saturday or public holiday, it will be rectified on the first working day.

Section 5

Rights and Obligations of the Network User

1. The user of the ACNUO network has equal rights to use its resources.
2. Users of the ACNUO network are obliged to protect personal data stored in the computer systems they use.

3. Computer system users are obliged to protect their data by using passwords to secure access to data and changing them periodically, and by not sharing passwords or their computers with third parties.
4. The network user is obliged to comply with the recommendations of the ACNUO Administrator in matters concerning the security and functioning of the network and computer systems, as well as the efficiency of their operation.
5. Users are obliged to use only legal software with valid licences. In the case of using unlicensed software, they are responsible for violating copyright and licence agreements.
6. The user is obliged to use network services in accordance with the requirements of the law and not to use the ASKUO network for any commercial or illegal activities (including downloading and distributing unlicensed software, audio and video recordings, or any other copyrighted content; this applies in particular to Peer2Peer applications such as Kazaa, E-Mule, DC, DC+, BitTorrent and similar).
7. The user bears full legal, financial and indemnity liability on the general terms set out in the provisions of law for damage caused by their actions and for actions caused by third parties using the network resources via their computer or the computer of a guest of the resident, both with or without their consent and knowledge.
8. The user undertakes not to take any action aimed at obtaining unauthorised access to network or computer resources, e.g. impersonating other users, monitoring connections or scanning ports.
The user also undertakes not to attempt to use protected resources if they do not have the appropriate authorisation.
9. Where justified, the user may obtain a special permit to start a specific server service. This requires the permission of the ACNUO Administrator. The interested party should submit a relevant, justified request in writing to the ACNUO Administrator. The application will be processed within three working days of receipt.
The user bears full financial responsibility for the logical and electrical network connection entrusted to them.

Section 6

Final Provisions

1. The ACNUO administrator is not responsible for privacy violations or other abuses caused by the users of the ACNUO network.
2. The ASKUO Administrator shall not be liable for any damage to network equipment or improper software functioning on users' computers that is not attributable to the Administrator, in particular for limiting the Internet access caused by improper configuration of the operating system, network connection or user applications, i.e. web browsers, email applications, communicators, etc.

3. Persons who violate the Terms may be deprived of the right to use the ACNUO network at the request of the local administrator or the ACNUO administrator. In the event of any material damage caused by a breach of the Terms, the user may be charged for the cost of repairs. The user has the right to appeal against the decision of the administrator to the Vice-Rector for Academic and Student Affairs.
4. The Terms are subject to public announcement in halls of residence and on the website of the IT Centre (www.centrum.uni.opole.pl) and the ASKUO network (www.askuo.uni.opole.pl).

