

REGULATIONS

for Erasmus exchange students

at the Hall of Residence of Poznan University of Physical Education

Address: St. Rocha Street 9, POZNAŃ

1. The Hall of Residence is a place of accommodation for eligible students, as well as a place for study and rest.
2. Check-in for foreign students (Erasmus+, CEEPUS, and other exchange programmes) is based on a list prepared by the International Office.
3. Upon arrival at the Hall of Residence, students sign a contract
4. Residents are required to temporarily register at the Registration Office (**ul. Libelta 16/20 in Poznań**). EU citizens must register within 30 days of their check-in date, and non-EU citizens must register within 4 days of their check-in date.
5. The administration office of the Hall of Residence is open **Monday to Friday, 7:00 a.m. – 2:00 p.m.**
6. Accommodation fees must be paid by bank transfer **by the 10th of each month**. Upon arrival at the Hall of Residence, students will receive two bank account numbers – one for the monthly accommodation fee and the other for the security deposit.
7. Each resident is required to pay a security deposit equal to one month's accommodation fee, which serves as insurance against damage or loss of room furnishings. The security deposit will be refunded in full upon check-out, provided the room is returned in good condition – confirmed in the presence of the administrator.
8. Residents can collect bed linen from the Hall of Residence's storage
9. Residents are responsible for maintaining cleanliness, order, and the proper condition of all furnishings and equipment in their rooms.
10. Residents are obliged to comply with health and safety regulations, fire safety regulations, and all other rules in force at the Hall of Residence.
11. Smoking is prohibited in all areas of the Hall of Residence.
12. The Hall of Residence has a quiet nighttime period from 11:00 PM to 6:00 AM.
13. Visitors are permitted in residents' rooms from 7:00 AM to 10:30 PM. Visitors must sign the visitor's book, and the person being visited—a resident of the Hall of Residence—leaves their resident card at the reception desk for the duration of the visit. The person being visited is responsible for the conduct of visitors.
14. Overnight stays by non-residents are strictly prohibited.
15. Residents leaving the Hall of Residence temporarily must leave their room key at the reception desk.
16. All residents are required to maintain the cleanliness of their rooms and common areas. This includes:
 - Regularly airing rooms (by opening windows),
 - Regularly taking out trash – especially before extended check-outs,
 - Periodically cleaning the bathroom and toilet,
 - Leaving the kitchen clean after use,
 - Following all instructions and regulations posted in the laundry room.

17. To **check out** of the Hall of Residence, residents must:

- Inform the administration staff member (room no. 8). The accommodation agreement is terminated by mutual consent in accordance with the end-of-year dates.
- On the last day of their stay, formalities must be completed at the Hall of Residence Administration Office (room no. 8), open Monday through Friday, 7:00 AM to 2:00 PM.

Residents receive forms for:

I. **Refund of the security deposit** (provided there are no damages to the room and all liabilities have been settled).

II. **Room checkout**- before the Hall of Residence employee checks the room, the occupant must clean the room and remove their belongings. After checkout, the room will not be re-entered.

III. **Refund of items taken from the storage room** - blankets, pillows, and bed linen must be returned.

All payments (including the checkout day) must be made four days before checkout, or proof of payment must be provided on checkout.

The security deposit is not applied towards the final balance. It will be refunded to the resident's designated account after checkout.

To ensure all necessary checkout formalities are completed, checkout on Saturdays or Sundays is not permitted.