



STUDENT DORMITORY HANDBOOK

Rules and Information for Dormitory Residents



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GENERAL DORMITORY INFORMATION AND RULES

1. Please comply with the most important documents, i.e.:
 - a. the Student Dormitory Regulations (available on <https://www.ansleszno.pl/Dom-Studencki-Komenik,60730.html>) and the regulations of individual rooms (each room has its own regulations),
 - b. the user manuals for household and RTV equipment (available in the room or on the manufacturer's website).
2. Fees must be paid regularly by the 10th day of each month.
3. Quiet hours apply from 10:00 p.m. to 6:00 a.m.
4. During the heating season:
 - a. Ventilate rooms briefly but intensively,
 - b. Turn down the heating when absent (set to level 1),
 - c. Close windows before leaving the room.
5. Waste must be sorted and taken to the containers located behind the Library building (if anyone has trouble finding them, security staff will indicate the location).
6. Kitchens and laundries must be left clean after use. Leaving dirty dishes may result in their disposal or confiscation. Remember to clean the washing machine and dryer (instructions can be obtained from the service staff).
7. Laundry rules – maximum use is 24 hours. The key must be returned absolutely no later than 7:00–8:00 a.m. on the following day. For example: you may collect the key on October 1st at 8:00 a.m. and must return it by 8:00 a.m. on October 2nd at the latest. You may also collect (borrow) the key on October 1st at 12:00 p.m., but it must still be returned by 8:00 a.m. on October 2nd at the latest.
8. Any malfunctions (loose toilet seat, torn shower rollers, leaking water from under the shower or sink siphon, etc.) must be reported immediately to a technical staff member (between 7:00 a.m. and 3:00 p.m.) or to security staff. Prompt repair will prevent serious damage for which you may be held financially responsible (e.g. flooding a neighbor's room below, broken fixtures). When reporting a fault, please immediately state when you can be found in the room so the repair can be carried out as quickly as possible.
9. Hanging anything on the walls is prohibited. Traces or damage to surfaces may result in a penalty charged upon check-out.
10. When entering the Student Dormitory building, you must always show your room access card to the security staff (the card confirms that you are a dormitory resident).
11. Guests:
 - a. Before entering the Student Dormitory, a guest must report to security staff to register the visit and receive an ID badge.
 - b. Guests must leave the Student Dormitory by 10:00 p.m. (in accordance with the regulations).

12. Overnight stays of guests or family members (for a fee) must be reported no later than 12:00 p.m. on the day of arrival (form + payment required).
13. Smoking is strictly prohibited in the building, including cigarettes, e-cigarettes, and other tobacco products. Smoking is permitted only in designated outdoor areas. Activating a smoke detector results in the arrival of the fire brigade and the responsible person being charged a fine by the State Fire Service, which may amount to tens of thousands of PLN.
14. In the event of an ALARM (Audible Warning System), you must immediately leave the building and proceed to the assembly point located in front of the Student Dormitory building on the Opalińskich Street side (marked with a sign).
15. Room cleanliness inspections may take place twice a year (the date will be announced one week in advance). The absence of a resident does not exempt the room from inspection. A committee will check whether students take care of cleanliness and the entrusted property.
16. Bringing bicycles and scooters into the building is prohibited.
17. Any comments or requests may be submitted directly to the manager of the Student Dormitory during working hours (7:00 a.m.–3:00 p.m.) or via email (preferably from the university student email account).
18. Use of the conference room is possible only after prior arrangement with the manager of the “Komenik” Student Dormitory.
19. Administrative or security staff have the right to enter a room in the resident’s absence in the event of a reported malfunction, a threat to life/health, or the need for urgent intervention.
20. Between October 6th and October 10th, 2025, residents staying for the whole academic year must report to the manager of the Student Dormitory to collect registration documents. Residents staying for the summer semester only must collect them within 2 days of arrival.
21. Anyone needing a certificate confirming residence in the Student Dormitory should contact the manager of the Student Dormitory.

DORMITORY ACCESS CARDS FOR STUDENTS AND GUESTS

I. Each user of a permanent or temporary access card is obliged to:

1. Use the access card in a manner that ensures:
 - a) proper protection against loss (in a way that prevents or significantly reduces the risk of loss, theft, or damage);
 - b) preservation of identification and registration features (e.g. keeping the card in a holder);
 - c) maintaining an aesthetic appearance of the card.
2. Notify the administration of any change to personal identification data, including a change of surname.
3. Immediately report the loss of the access card by phone at (+48) 661 313 384, or alternatively by e-mail at ds@ansleszno.pl or it@ansleszno.pl.
4. Submit a written statement confirming the loss (misplacement, theft, or destruction) of the access card.

II. The following actions are strictly prohibited:

1. Lending one's own access card to other persons;
2. Using another person's access card;
3. Allowing other persons to enter buildings (complexes) using one's own access card;
4. Using an invalid or expired access card;
5. Making any unauthorized alterations to the access card that change its characteristics (e.g. cutting, punching holes, obscuring or altering data, etc.);
6. Attempting to use the access card in buildings (complexes) other than those covered by the granted access rights.

III. Each use of the access card to open a door is recorded in the system.

IV. The Student Dormitory Manager has the right, using a Master Access Card (a general access card for all rooms) and accompanied by a security staff member, to enter a residential room in the absence of its occupants in cases of absolute necessity related to a threat to the life or health of dormitory residents, or the risk of serious property damage (in particular in the event of water, gas, or electrical system failures, fire hazards, disinfection, or other exceptional situations).

V. Students and guests receiving an access card must sign the rules for its use and declare that they will comply with them strictly.

INTERNET ACCESS

1. Guests and international students staying in Leszno as part of short-term mobility programmes (e.g. BIP) use the **ANS-GUEST** network. The **ANS-FREE-WIFI** network is intended for students enrolled in a full degree programme as well as for students staying in Leszno for one semester as part of an academic exchange programme.
2. To access the Internet via **ANS-FREE-WIFI** network available on the premises of Jan Amos Komeński State University of Applied Sciences, please follow the steps below.
3. Connect to the **ANS-FREE-WIFI** or **ANS-GUEST** network (Note: mobile data should be turned off during the configuration process).
4. Open a web browser (if it does not open automatically) and visit any website, e.g. <http://ansleszno.pl>.
5. In the Portal that appears:
 - in the first step, enter your mobile phone number to which an SMS with an access code will be sent;
 - in the second step, enter the received code.
6. After entering the code, the device will be registered on the network. The activation process is one-time only and will not be required for subsequent connections.
7. Important information for guests and international students:
If your phone number does not have a Polish prefix (+48), please contact the security staff to obtain access to the network.
8. Access to **ANS-GUEST** network is limited to a maximum of 10 devices per user.

BORROWING RULES FOR DORMITORY EQUIPMENT

1. The term 'equipment' refers to items such as vacuum cleaners, irons, deck chairs, balls, bilard table etc.
2. The owner of the borrowed equipment, hereinafter referred to as the "equipment," is the "Komenik" Student Dormitory of the Jan Amos Komeński State University of Applied Sciences in Leszno, located at 1 Opalińskich Street, 64-100 Leszno.
3. By borrowing the equipment, each borrower agrees to the terms of these Regulations and undertakes to strictly comply with their provisions.
4. Equipment may be borrowed from a security staff member at the "Komenik" Student Dormitory.
4. Equipment may be borrowed by an employee, a resident, or a guest of the "Komenik" Student Dormitory of the University of Applied Sciences in Leszno.
5. The borrower collects the equipment from the reception desk. The security staff member records in the logbook who borrows and returns the equipment and when.
6. The borrowed equipment is deemed to have been issued in good working order and without damage if the borrower raises no objections regarding its condition at the time of collection.
7. Responsibility for the safe use of the equipment, in accordance with its intended purpose, rests with the borrower.
8. In the event of damage resulting from improper use of the equipment, the borrower is obliged to cover the cost of the damage in the amount of the actual loss.
9. Borrowed equipment must be returned to the lending point on the same day.
10. The equipment must be returned to the place where it was collected.
11. In the case of damage, malfunction, or failure of the equipment during use, this must be reported to the Manager of the "Komenik" Student Dormitory.
12. The equipment is stored in Room No. 30 (near the security desk) and in Storage Room No. 16 (on the ground floor).
13. These regulations also apply to the use of the billiards table.

WASTE MANAGEMENT REGULATIONS

I. Waste Sorting

1. Waste must be separated according to material type.
2. Detailed sorting guidelines are available on the following pages.

II. Disposal Location

1. Room trash must be taken to the outdoor containers behind the library.
2. Reception or security staff can show the container location if needed.

III. Prohibited Actions

1. Leaving room trash in kitchen or hallway bins is against dorm rules.
2. Violators will face consequences.

IV. Detailed sorting guidelines

1. Plastic and metal waste – yellow bin



a. Throw into the yellow bin:

- unscrewed and crushed plastic bottles (e.g. after drinks)
- bottle caps
- plastic packaging from food products
- multi-material packaging (e.g. milk and juice cartons)
- packaging from cleaning products (e.g. laundry detergent), cosmetics (e.g. shampoo, toothpaste), etc.
- plastic bags, sacks, carrier bags, other plastic films
- aluminium drink and juice cans
- tin cans (e.g. from canned food)
- aluminium foil
- non-ferrous metals
- bottle caps, jar lids

b. Do **not** throw into the yellow bin:

- bottles and containers with contents
- plastic toys
- packaging from medicines and used medical supplies
- containers from engine oils
- car parts
- used batteries and accumulators
- paint and varnish cans or containers
- used electrical and electronic equipment (WEEE)

2. Paper waste – blue bin



a. Throw into the blue bin:

- paper packaging, cardboard, and paperboard (including corrugated cardboard)
- catalogues, leaflets, brochures
- newspapers and magazines
- school and office paper, printed sheets
- notebooks and books
- wrapping paper
- paper bags and sacks

b. Do **not** throw into the blue bin:

- paper towels and used tissues
- glossy or foil-coated paper
- greasy or heavily soiled paper
- milk and drink cartons
- paper sacks from fertilizers, cement, and other building materials
- wallpaper
- disposable diapers and other hygiene products
- greasy disposable paper packaging and single-use paper dishes
- clothes

3. Glass waste – green bin



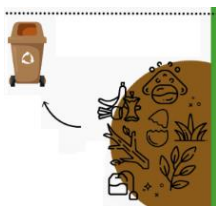
a. Throw into the green bin:

- bottles and jars from drinks and food (including bottles from alcoholic beverages and vegetable oils)
- glass cosmetic containers (if they are not made of permanently combined materials)

b. Do **not** throw into the green bin:

- ceramics, flower pots, porcelain, faience, crystal
- eyeglass lenses
- heat-resistant glass (e.g. ovenproof dishes)
- grave candles with wax residue
- light bulbs and fluorescent lamps
- headlights
- packaging from medicines, solvents, engine oils
- mirrors
- window glass and reinforced glass
- TV screens and monitor tubes
- thermometers and syringes

4. Biodegradable waste – brown bin



a. Throw into the brown bin:

- vegetable and fruit waste (including peels, etc.)
- branches from trees and shrubs
- grass clippings, leaves, flowers
- sawdust and tree bark
- untreated (non-impregnated) wood

food scraps

b. Do **not** throw into the brown bin:

- animal bones
- cooking oil
- animal waste (excrement)
- coal ash
- medicines
- impregnated (treated) wood
- chipboard and MDF (medium-density fibreboard)
- soil and stones
- other municipal waste (including hazardous waste)

5. Mixed residual waste – black bin



a. Throw into the black bin:

- hygiene items (e.g., tissues, paper towels, sanitary products)
- greasy or heavily soiled paper
- disposable razors
- table glassware, crystal, vases
- porcelain
- items made of rubber or latex
- meat, bones, fish bones
- candles and grave candles
- shoes

b. Do **not** throw into the black bin:

- hot ash
- cooking oil
- animal waste (excrement)
- medicines
- batteries
- impregnated (treated) wood

- chipboard and MDF (medium-density fibreboard)
- soil and stones
- other special waste

KITCHEN

1. All residents of the “Komenik” Student Residence have the right to use the kitchen located within the facility. Residents may use only the kitchen on the floor where they live.
2. Cooking and food preparation are permitted exclusively in the kitchen.
3. Only persons preparing or consuming meals may remain in the kitchen.
4. Residents of the “Komenik” Student Residence have the right to use the kitchen equipment, including: a refrigerator, induction hob, oven, electric kettle, microwave oven, as well as other equipment such as pots, pans, and other kitchen accessories.
5. Residents are obliged to take care of the equipment and use it in accordance with its intended purpose and the operating instructions.
6. Persons using the kitchen are obliged to clean up after cooking and to ventilate the room if necessary.
7. After meals, pots, pans, and other kitchen accessories must be washed by hand and placed on the drying rack.
8. Residents of the dormitory are not allowed to take pots, pans, or any other kitchen equipment to their rooms.
9. Any remaining food products must be taken away or stored in the refrigerator.
10. The refrigerator is intended solely for storing food products designated for refrigeration.
11. Food products stored in the refrigerator should be kept in plastic containers and properly labeled (room number or the owner’s first and last name).
12. Empty jars, egg cartons, and similar items must not be stored in the refrigerator.
13. Food or products unfit for consumption must be removed from the refrigerator on an ongoing basis.
14. When using the induction hob, only cookware suitable for induction cooking may be used (cookware made of aluminum, glass, or stainless steel must not be used), in accordance with the instructions.
15. The induction hob may be cleaned only with a cleaning agent intended specifically for this purpose; rough sponges or cloths must not be used.
16. The electric kettle is intended solely for boiling water.
17. When using the microwave oven, the power level and heating time must be adjusted appropriately to the size of the heated dish.
18. Metal containers and sealed containers must not be placed in the microwave oven.
19. When preparing food in the oven, aluminum foil or baking paper must always be used.
20. Wooden or plastic spoons and spatulas made of non-melting materials must be used when preparing food.
21. In the event of equipment failure, the resident must immediately report it to the Student Residence Manager or a security officer.

22. The resident is financially liable for any damage or destruction in the above-mentioned room.

23. Residents are obliged to observe all safety rules.

24. **Attention!** Never leave food unattended while cooking, frying, or baking. Remain in the kitchen and monitor the cooking process at all times. Anyone who creates a fire hazard in this way will face serious consequences.

25. **Attention!** If fat catches fire, do not use water – it will worsen the situation. Immediately turn off the heat source, then cover the fire with a metal lid or a well-wrung, wet cloth to cut off the oxygen supply. The best solution is to use a special Class F fire extinguisher, which creates an insulating foam.

LAUNDRY AND DRYING ROOM

I. The laundry and drying room are open from 8:00 a.m. to 10:00 p.m.

II. Reservation of the key for the use of washing machines, tumble dryers, and the drying room

1. Every resident of the “Komenik” Student Dormitory is entitled to use the washing machines, tumble dryers, and the drying room; however, residents may use only the laundry/drying room located on the floor on which they live (e.g. ground-floor residents use the ground-floor laundry, etc.).
2. Reservations for washing machines, tumble dryers, and the drying room are made at the security desk.
3. A reservation applies to only one washing machine, one tumble dryer, and the drying room.
4. When making a reservation, the resident is required to provide their first name, last name, and room number.
5. The key is issued at the security desk according to the schedule kept there.
6. The key to the drying room and to the rooms containing washing machines and tumble dryers may be issued only to a person registered in the room whose resident made the reservation, provided that no penalty has been imposed on that room.
7. Issuing the key to a person from a room without a reservation is possible only if washing machines, tumble dryers, and the drying room are available.
8. In the event of cancellation, the resident must delete their reservation at the security desk.

III. Rules for using washing machines, tumble dryers, and the drying room

1. Every laundry user is obliged to keep the area clean (dispose of empty detergent and fabric softener containers, etc.) and to clean up after themselves in the drying room and in the rooms where washing machines and tumble dryers are located.
2. It is recommended to use washing machines and tumble dryers only after becoming familiar with the operating rules by reading the instructions posted in each room where the equipment is located.
3. Before placing clothes in a washing machine or tumble dryer, all pockets must be checked and emptied.
4. It is recommended to check the condition of clothing (loose buttons, buckles, underwires) in order to avoid damage to the washing machine or tumble dryer.
5. If there is any suspicion that a piece of clothing has become stuck in a washing machine or tumble dryer, this must be reported immediately to security.

6. After washing or drying is completed, users must wait at least 3 minutes for the washing machine or tumble dryer door to unlock (the machines are equipped with a safety lock).
7. After finishing washing, the detergent drawers of the washing machines must be cleaned.
8. After completing washing or drying, the key must be returned immediately to the security desk (maximum period of use: 1 day; the key must be returned no later than 7:00–8:00 a.m. on the day following collection.
9. For example, if the key is collected on October 1 at 8:00 a.m., it must be returned by 8:00 a.m. on October 2; if collected on October 1 at 12:00 p.m., it must still be returned by 8:00 a.m. on October 2).
9. All defects and irregularities must be reported to the manager of the Student Dormitory or to security before starting to use the washing machine, tumble dryer, or drying room. Otherwise, responsibility for any resulting damage will rest with the person who collected the key.
10. The person collecting the key to the rooms containing washing machines and tumble dryers bears full responsibility for the above-mentioned equipment.

IV. Hours of use for washing machines, tumble dryers, and the drying room

1. Maximum time of use of a washing machine: 3 hours.
2. Maximum time of use of a tumble dryer: 3 hours.
3. Maximum time of use of the drying room: 24 hours (the key must be returned no later than 8:00 a.m. on
4. the day following collection, regardless of the time of collection).

V. Final provisions

1. These regulations for the use of washing machines, tumble dryers, and the drying room apply to all residents of the “Komenik” Student Dormitory.
2. It is forbidden to hand over the key to the drying room or to the rooms containing washing machines and tumble dryers to anyone other than security staff.
3. The following penalties are established for residents who do not comply with the regulations:
 - a. deprivation of the right to use washing machines, tumble dryers, and the drying room for a period of 1 to 3 months;
 - b. other penalties considered on an individual basis;
 - c. disciplinary and financial liability.
4. Penalties may be imposed for:
 - a. keeping the key longer than permitted under the specified hours of use;
 - b. damage to or vandalism of rooms or equipment;
 - c. failure to observe cleanliness rules;
 - d. handing over the key to persons on whom a penalty has been imposed.
5. The list of penalized persons is kept at the security desk and is available only for review by the Administration and the Residents’ Council.

6. The Residents' Council and the management of the Student Dormitory have the right to carry out unannounced inspections of the drying room and the rooms containing washing machines and tumble dryers.
7. The Residents' Council and the management of the "Komenik" Student Dormitory are not responsible for damage resulting from the use of washing machines or tumble dryers, or for valuables left behind.
8. In case of doubts or disputes, residents should contact the Residents' Council or the management of the "Komenik" Student Dormitory. The final decision rests with the management of the Student Dormitory.
9. Signing the logbook for the use of washing machines, tumble dryers, and the drying room constitutes acceptance of these regulations and a declaration of compliance with them.

VI. All comments and suggestions should be addressed to the Residents' Council.

CONFERENCE ROOM

1. The conference room is available daily from 12:00 a.m. to 10:00 p.m. With the consent of the manager of the Student Dormitory or a Member of the Residents' Council, the period of use may be extended.
2. It is possible to reserve the conference room in advance.
3. In justified cases, the conference room may be made available for lectures of the Jan Amos Komeński State University of Applied Sciences.
4. The right to use the conference room is granted to every resident who is a student of the Jan Amos Komeński State University of Applied Sciences.
5. A user collecting an access card to the conference room is obliged to sign the key and access card register kept at the Student Dormitory security desk.
6. Dormitory residents are entitled to invite a guest to the conference room in accordance with the Student Dormitory regulations.
7. Bringing in and consuming alcohol or other intoxicating substances is prohibited.
8. Consumption of meals is prohibited.
9. Bottled beverages with secure closures are permitted (screw-cap and filtered bottles, thermal mugs, etc.).
10. Organizing parties or events is prohibited.
11. Property belonging to the conference room may not be appropriated or removed from the room.
12. Financial and material responsibility for intentional damage to property rests with the person who caused it. If the perpetrator cannot be identified, all persons using the room at that time shall be held jointly responsible for the damage.
13. Users of the conference room are obliged to report and record any noticed defects in the fault logbook kept at the security desk or to report them directly to the manager of the Student Dormitory.
14. Users of the conference room are requested to maintain cleanliness and order in the room.
15. A person using the conference room is obliged to lock it after use and return the access card to the Student Dormitory security desk.
16. A person who fails to comply with these regulations and repeatedly causes damage may be deprived of the right to use the conference room.
17. By entering the conference room, the user thereby accepts these regulations and all their provisions.

MULTI-PURPOSE SPORTS FIELD

1. The multi-purpose sports field is a sports facility of the Jan Amos Komeński State University of Applied Sciences in Leszno, located at 1 Opalińskich Street.
2. All persons using the field are obliged to comply with these regulations.
3. In order to ensure safety and proper use of the field, the following is prohibited:
 - a. bringing in and using equipment other than that intended for use on the field;
 - b. damaging sports equipment and the playing surface;
 - c. bringing in or consuming alcoholic beverages and intoxicating substances;
 - d. smoking tobacco products and electronic cigarettes;
 - e. bringing dogs or other animals onto the field;
 - f. littering the area;
 - g. lighting fires or setting off pyrotechnic materials.
4. Activities of student and school groups using the multi-purpose sports field may take place only in the presence of a teacher (instructor, coach), who is responsible for the safety of students and pupils as well as for the entrusted property.
5. The teacher conducting the activities is obliged to check the technical condition of the equipment and the field facilities before the start of the activities.
6. Any breakdowns or defects occurring on the field should be reported to the security officer on duty at the "Komenik" Student Dormitory, located at 1 Opalińskich Street.
7. Any accident occurring during activities must be reported to the person conducting the activities, who is obliged to provide or arrange assistance for the injured person in accordance with the principles of first aid before medical assistance arrives.