

**Procedure and terms of allocation of accommodation in student
dormitories of Wrocław University
of Environmental and Life Sciences**

Eligibility to accommodation in student dormitories

1. Students of Wrocław University of Environmental and Life Sciences have priority in the allocation of accommodation in student dormitories.
2. The following criteria are taken into account when allocating accommodation in student dormitories:
 - 1) special needs of the student related to disability;
 - 2) distance between the student's place of residence and the university that makes studying impossible
or significantly impeding the student's ability to study;
 - 3) order of submission of the application for the allocation of accommodation in a student dormitory of Wrocław University of Environmental and Life Sciences (hereinafter referred to as application), referred to in § 5 paragraph 1 of the Regulations.
3. If there is a vacancy in a student dormitory, a student of another university may apply for it, as long as a current certificate of enrolment in a university course is provided.
4. For a student of another university, whose university has not signed the "Agreement on mutual accommodation of students and PhD students in student dormitories of higher education institutions in Wrocław", VAT (at the applicable rate) shall be added to the fee charged for accommodation in a student dormitory.
5. A student who:
 - 1) has completed a first cycle course and does not continue to a second cycle course, but has commenced or is studying another course in the first or second cycle, or a long cycle master's degree course,
 - 2) has completed a second cycle course or a long cycle master's degree course and is enrolled in another course,shall have the fee for accommodation in a student dormitory enlarged by 20%.
6. In case there is a vacancy in a student dormitory, the Vice-Rector for Student Affairs and Education may agree to accommodate a person who is not a student, setting a fee for the accommodation in a student dormitory to be paid by that person.
7. A student (or another referred person), a PhD student, married students, or a student

applying for a single parent room, who is in arrears with the payment of the fee for accommodation in a student dormitory in previous periods

or who has violated the regulations that apply in student dormitories, will not be granted accommodation in the student dormitory for the next academic year.

8. Persons referred to in point 7 have the right to request a review of the decision concerning their accommodation in a student dormitory by applying to the Vice-Rector for Student Affairs and Education.

Allocation of accommodation in student dormitories

9. of Wrocław University of Environmental and Life Sciences:
 - 1) a resident in a student dormitory applying for the allocation of accommodation in the same student dormitory for the next academic year shall submit the application to the administration office of the student dormitory in the period **from 15 April to 15 May**;
 - 2) a person resident in a student dormitory and applying for the allocation of accommodation in the same student dormitory for the next academic year who did not submit the application to the administration office of the student dormitory until 15 May, shall submit the application to the Student Affairs Centre **by 10 June**;
 - 3) a resident in a student dormitory applying for the allocation of accommodation in another student dormitory for the next academic year shall submit the application to the Student Affairs Centre in the period **from 15 April to 10 June**;
 - 4) a person who is not resident in a student dormitory shall submit the application to the Student Affairs Centre in the period **from 15 April to 10 June**;
 - 5) a first year student shall submit the application to the Student Affairs Centre **until 10 August**.
10. Students of Wrocław University of Environmental and Life Sciences currently resident in a given student dormitory have priority in booking places for the next academic year.
11. The application referred to in point 9(1) shall be considered by a Committee of at least three members, including at least two representatives of the Residents' Council of a given student dormitory and the Manager of the student dormitory. In the absence of a Residents' Council, representatives of the Student Government shall join the Committee.
12. The proposed list of accommodation in student dormitories allocated to students, referred to in point 9(1), signed by the Committee referred to in point 11, shall be sent to the Student Affairs Centre **by 25 May**.
13. Managers of student dormitories shall submit applications filed by students, referred to in points 9(2)-9(4) to the Student Affairs Centre **by 11 June**.

14. The proposed list of accommodation in student dormitories allocated to students referred to in point 12, and the applications, referred to in points 9(2)-9(5) shall be considered by a three-member Committee composed of a representative of the Student Government, and two representatives of the Student Affairs Centre, which draws up a list of the allocated places.
15. The list of accommodation allocated by the Committee referred to in point 14, requires approval of the Head of the Student Affairs Centre.
16. The lists of allocated accommodation shall be published on the university website (www.upwr.edu.pl) in the studying/student support/student dormitories tab on the following dates:
 - 1) **by 25 June** for applications submitted by students of higher years, referred to in points 9(2)-9(4);
 - 2) **by 20 August** for applications submitted by first-year students, referred to in point 9(5);
 - 3) **by 15 September** for applications submitted after 10 June by students of higher years and for applications submitted after 10 August by first year students;
 - 4) **by 30 September** (as required) for applications submitted after 15 September.
17. Students of other universities shall submit their applications to the Student Affairs Centre **from 15 April**.
18. Applications submitted by students referred to in point 17 shall be considered by the Committee referred to in point 14, provided that there are vacancies available in a student dormitory. The lists of allocated accommodation shall be published on the university website (www.upwr.edu.pl) in the studying/student support/student dormitories tab **by 30 September**.
19. Applications submitted in the course of the academic year shall be considered on an ongoing basis by the Head of the Department of Student Affairs.

Allocation of accommodation in student dormitories to PhD students

20. The number of places for PhD students in student dormitories shall be determined by the Vice-Rector for Student Affairs and Education.
21. PhD students shall submit applications for accommodation to the Student Affairs Centre **from 15 April until 10 June**.
22. The application referred to in point 21 shall be considered by a Committee composed of

a representative of the PhD Students' Government and two representatives of the Student Affairs Centre, which draws up the list of allocated accommodation.

23. The number of places allocated by the Committee referred to in point 22, requires approval of the Head of the Student Affairs Centre.
24. The list of allocated accommodation shall be made available to the public **by 25 June** at the Student Affairs Centre.
25. Applications submitted **after 10 June** shall be considered by a Committee referred to in point 22 and approved by the Head of the Student Affairs Centre **in September**.
26. Applications submitted in the course of the academic year shall be considered on an ongoing basis by the Head of the Department of Student Affairs.

Allocation of accommodation to single parents and married students

27. The number of rooms to be allocated to single parents and married students shall be determined by the Vice-Rector for Student Affairs and Education.
28. Married students and students applying for single parent rooms shall submit applications for the next academic year to the Student Affairs Centre **from 15 April to 10 June**.
29. Applications referred to in point 28 shall be considered by the Committee referred to in point 14, which shall draw up the list of allocated accommodation.
30. The list of accommodation allocated by the Committee referred to in point 14, requires approval of the Head of the Student Affairs Centre.
31. The list of allocated accommodation shall be made available to the public **by 25 June** on the notice boards at the Student Affairs Centre and in student dormitories.
32. Applications for rooms for single parents and married students submitted **after 10 June** shall be considered by the Committee referred to in point 14 and approved by the Head of the Student Affairs Centre **in September**.
33. Applications submitted in the course of the academic year shall be considered on an ongoing basis by the Head of the Department of Student Affairs.

Allocation of accommodation for the summer holidays

34. A student of Wrocław University of Environmental and Life Sciences shall be accommodated in a student dormitory for the duration of an internship done in Wrocław or in the vicinity of Wrocław based on a list submitted by the relevant dean's office **by May 20** to the Student Affairs Centre.
35. A student may be accommodated in a student dormitory during the summer holidays if he/she has previously made a reservation at the Student Affairs Centre and has received a

referral.

36. Persons other than those listed in points 34 and 35 may be accommodated in a student dormitory during summer holidays, provided that they have made a reservation at the Student Affairs Centre and received a referral.
37. Persons who are in arrears with the payment of fees for accommodation at student dormitories for previous periods or who have violated the regulations that apply in student dormitories shall not be granted accommodation in student dormitories during summer holidays.
38. A summertime price list shall apply for persons staying in student dormitories during the summer holidays.

Deposits

39. A student (or another referred person) who was granted accommodation in a student dormitory, is obliged to pay a deposit.
40. The deposit amount shall be determined by the Vice-Rector for Student Affairs and Education in consultation with the Student Government.
41. The deposit amount shall be announced on notice boards in student dormitories, in the Student Affairs Centre, and on the university website, in the studying/student support/student dormitories tab:
 - 1) for the next academic year **by 20 May**,
 - 2) for the summer holidays **by 25 June**.
42. The deposit shall be paid by bank transfer to a University bank account.
43. A student (or another referred person) who was allocated a place for the new academic year, according to the list referred to in points 16(1)-16(2), 24, and 31, shall pay the deposit **by 31 August** (determined based on the date of receipt in the University account).
44. A student (or another referred person) other than specified in point 43, shall pay the deposit before moving in, by a deadline specified by the University. A student (or another referred person), who is not eligible for the refund of the deposit for the previous term, shall pay the deposit again if they move into the student dormitory again in a given academic year.
45. A student (or another referred person) referred to in point 43, whose deposit **has not been credited to the appropriate bank account by 31 August** , and a student (or another referred person), referred to in point 44, whose deposit **has not been credited to the appropriate bank account by the deadline specified by the university**, shall be

removed from the list of persons who were granted accommodation in a student dormitory
for the new academic year. The vacant place shall be

granted to another student (or another person) who has applied or will apply for it.

46. The deposit shall be dedicated to the following purposes:
- 1) covering the costs of damage or loss of devices and equipment made available in common spaces and/or in a room/module for reasons beyond the University's control and not caused by force majeure;
 - 2) serving as security for the costs of early cancellation of a room reservation in case the resident fails to comply with the minimum term of residence of 30 days and, respectively, if the resident fails to comply with the term of residence shorter than 30 days declared in the application;
 - 3) covering the costs of the accommodation when a student (or another referred person) had his/her right to accommodation in a student dormitory terminated.
47. The deposit shall be refunded once a resident has lived in a student dormitory for at least 30 days, except for persons who declared a shorter term of residence in their applications and complied with it.
48. The deposit shall not be refunded if the student (or another referred person):
- 1) resigns in writing from accommodation granted for the new academic year **after 10 September**;
 - 2) does not move into the student dormitory within seven days from the beginning of the academic year/summer term;
 - 3) has failed to comply with formalities related to checking out arising from § 7 of the Regulations.
49. In exceptional and justified cases, the Vice-Rector for Student Affairs and Education may give consent to refund the deposit to persons specified in point 48, subject to the provisions of point 50.
50. When a student (or other referred person) moves out of a hall of residence, the entire deposit shall be paid back to the student, if no damage and/or losses occurred for reasons specified in point 46(1), subject to point 48. In case damage and/or losses have occurred, the deposit shall be reduced by the amount needed to cover such losses.

Final provisions

51. Administrators of a student dormitory shall be responsible for the procedures of student check-in and check-out.

52. Referrals for persons who were granted accommodation in student dormitories shall be issued by the administrators of student dormitories, subject to points 19, 26, and 33, in which cases the referral shall be issued by the Student Affairs Centre.
53. A student may be accommodated in a student dormitory from the beginning of an academic year. A first-year student may be accommodated in a student dormitory on the day before the Induction Day in which the student will take part.
54. A student may move to another student dormitory, if there is a vacancy there, or if the student finds a person willing to exchange places with the student, upon permission from the Head of the Student Affairs Centre and completion of paperwork.
55. Managers of student dormitories are required to provide the Student Affairs Centre with regular updates on vacancies and room occupancy via the USOS system.
56. For economic reasons, if there are vacancies in student dormitories and there are no applicants for these vacancies, the Manager of the student dormitory has the right to transfer a resident/residents to another room, thus allowing them to choose where they want to be accommodated.
57. If there are vacancies in a student dormitory, a student (or another referred person) may request the number of occupants in a room to be temporarily reduced. The fee for accommodation in a student dormitory under these conditions shall be determined on an individual basis by the Vice-Rector for Student Affairs and Education.
58. The fees for accommodation in student dormitories in a given academic year and during the summer holidays shall be determined by the Vice-Rector for Student Affairs and Education, in consultation with the Vice-Rector for Organisation and Development and the Student Government.
59. The price list for accommodation in student dormitories shall be announced on the notice boards in student dormitories, at the Student Affairs Centre, and on the university website, in the tab studying/support for students/student dormitories:
 - 1) for summer holidays **by 20 June**;
 - 2) for the winter term **by 20 September**;
 - 3) for the summer term **by 31 January**; if prices change.