

**REGULATIONS FOR STUDENT ACCOMMODATION
AT THE UNIVERSITY OF WROCŁAW FOR THE ACADEMIC YEAR 2022/2023**

GENERAL PROVISIONS

1. The Regulations for Student Accommodation apply to all persons using accommodation in the halls of residence of the University of Wrocław.

PRICE LIST AND FEES

2. The price list for accommodation in the halls of residence for a given academic year shall be posted **between 27 and 30 June 2022** at: <https://uni.wroc.pl/en/student-dorms/price-list/>
3. An accommodation fee must be paid by **the 5th day of each month**.
4. The accommodation fee must be paid **only by a bank transfer** to the bank account of a given hall of residence (in accordance with the Regulation on Cashless Payments available in each hall and also at <https://uni.wroc.pl/en/student-dorms/accommodation/> . The bank account numbers of individual halls are posted on the website.
5. The fee for the first month of accommodation is charged daily from the day of accommodation to the last day of the month (except for the fee for October - payment for the whole month in advance). The fee for the first month of accommodation should be paid by bank transfer to the account before accommodation in accordance with the guidelines on the lists of students qualified for accommodation at the University of Wrocław or on the referral.
 - 5a. Checking out during the month does not exempt the resident from paying the fee by the end of the month in which the check-out takes place.
 - 5b. In particularly justified cases, the resident of the hall of residence may apply for charging the fee up to the check-out day. The decision on this matter is made by the Vice-Rector for Student Affairs. Above the resident submits the application to the administration of the hall of residence.
6. In the case of the loss of the right to live in a hall (item 24), the student pays a fee for the actual period of accommodation.

ADVANCE PAYMENT

The advance payment applies to persons from groups 2,3,4 listed in the schedule (see point 47), submitting an online application for hall of residence for the academic year 2022/2023,

7. 1. After the student has familiarised him/herself with the list of persons who have been allocated a place in the hall of residence for a given academic year (point 39), the persons who have been allocated a place are obliged to pay a advance payment of 300 zł (Polish currency) by bank transfer to the account of the student residence in which the place has been allocated, and to present the proof of payment on the day of accommodation. The date of the advance payment will be announced on the website:
<https://uni.wroc.pl/en/student-dorms/accommodation/> .
- 7.2. Failure to pay the advance payment within the specified period will be considered a resignation from the allocated space.
- 7.3. For all who have made the advance payment and checked into a given hall of residence, their advance payment will be reduced by the down payment in the following months.
- 7.4. Persons who have paid the advance payment and are not accommodated in the halls of residence by 10th October 2022 shall lose their advance payment.

SECURITY DEPOSIT

8. Residents of the halls of residences (except for those with permanent residential address in Poland) are required to pay a security deposit by a bank transfer to the bank account of a given residence hall before checking in, and to present the proof of the security deposit payment on the check-in day.
9. Students allocated to single rooms will be obliged to **pay a surcharge to the security deposit in a specified amount** by a bank transfer before they check in.
10. The foreign students/foreign PhD students who used the university student accommodation in previous academic years and repeatedly failed to pay their accommodation fees in due time will have to pay the double security deposit **before they check in** by a bank transfer directly to the bank account of a given hall of residence, and to present the proof of the security deposit payment on the check-in day. The notification on the need to make the double security deposit payment will be sent by e-mail to each individual that is subject to it.
11. The security deposit does not constitute the fee for the last month of accommodation. The deposit is a security to cover damages and other financial liabilities on the day of check out.
12. The refund of the security deposit takes place after an appropriate application has been submitted to the administration of the hall, however, no later than **within 30 working days** after all formalities (such as settling all payments, vacating the

room/module etc.) have been completed. (Form available on the website at individual hall of residence).

CHECKING IN AND CHECKING OUT

13. Priority for being granted a place in the halls of residence hall is granted to full-time and evening students of the University of Wrocław whose daily commute from their place of residence to the University of Wrocław would make studying impossible or very difficult. The granting of a place is also dependent on the student's financial situation, if the number of applicants for a place in a student residence is higher than the number of available places.
14. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
15. Foreign students/foreign PhD students are accommodated in all of the University's halls of residence.
16. The Accommodation schedule will be post on September 2022 at <https://uni.wroc.pl/en/student-dorms/accommodation/>
17. Checking into or out of the University's halls of residence outside of the schedule during the academic year can be done on weekdays from Monday to Friday from 9:00 AM to 2:00 PM. Any additional information relating to accommodation and check-out will be given on the website: <https://uni.wroc.pl/en/student-dorms/accommodation/>.
18. All students/PhD students check in according to the schedule – see item 16 (it does not apply to the persons described in item 19). When checking in, the students are required to present their identity card/passports, (foreign students also: a valid document entitling for a stay in the territory of the Republic of Poland, such as a visa or a temporary residence permit), the student ID card (if issued), the proof of the advance payment (the advance payment applies to persons in groups 2,3,4 listed in the schedule - see point 47), the proof of the security deposit payment (deposit is only for international students), and the proof of accommodation fee payment for the first month. If a student fails to present even one of the required documents, s/he will not be allowed to check in. Detailed information on accommodation can be found on the individual halls of residence website.
19. The residents who participate in an obligatory student internship/training (as specified in their study plan) outside of Wrocław check in after they have finished their training, paying the fee calculated from the check-in day after their return. They are obligated to inform the administration of the hall of residence by 30rd September 2022.

20. A student who fails to check into a hall of residence by 10th October 2022 loses the right to use the university student accommodation. They may reapply for a place in a student residence on the following date, which will be announced on the website. The deadline for additional application shall be posted at <https://uni.wroc.pl/en/student-dorms/accommodation/>.
21. In some individual cases the Head of a hall of residence may decide if there are justified reasons for checking in at a later date.
22. Residents of halls of residence - students / doctoral students of the University of Wrocław will be verified by the administration of the hall of residence in the USOS system. In the absence of student / doctoral student data in USOS, he / she will be required, immediately after receiving a request from the student house administration, to present the original certificate from the Dean's Office, confirming the status of student / doctoral student. In the event of failure to comply with this formality, a fee will be charged in accordance with the temporary accommodation price list, and the person will lose their right to reside and will be required to check out within 7 days. Residents of the hall of residence are obliged to keep the administration of the hall of residence informed of any change in their student/doctoral status.
23. Residents of student residences - students/doctoral students/scholars of other higher education institutions - are required to present the administration of the student residence with an original certificate (together with their album number), confirmed by the Dean's Office, stating that they are studying in the following semester. The document shall be shown at the time of check-in, or no later than 7 days after receiving a request from the student residence administration. Failure to do so will result in a charge being made in accordance with the price list for short-term accommodation, and you will lose your right to accommodation and be required to move out of the student residence within 7 days.

LOSING THE RIGHT TO USE THE STUDENT ACCOMMODATION

24. Residents lose their right to use the university student accommodation when:
- they lose the status of a student or a PhD student of the University of Wrocław or some other higher education institution,
 - they change the form of their studies from full-time/evening studies to extramural studies,
 - they have failed pay the accommodation fee for more than one month,
 - does not comply with the regulations in force at the University (based on an individual decision of the Vice-Rector for Student Affairs).

The residents who have lost their right to use the student accommodation must settle all payments and check out within 7 days. However, it is possible to be granted permission to live in a hall of residence again from the Vice-Rector for Student Affairs. The document should be emailed to the administration of the hall of residence.

CHANGES TO THE RESIDENT'S STATUS (form of studies, faculty, field of study)

25. If changes to the resident's status regarding her/his studies occur, e.g. s/he switches faculties, takes up another field of study, switches from full-time to part-time studies etc., the resident has to submit a request to continue using the student accommodation to the Department of Student Affairs. If this concerns a student/PhD student of a higher education institution other than the University of Wrocław, s/he has to attach to the request an original copy of a certificate from the dean's office confirming the change that has occurred. The document should be emailed to the administration of the hall of residence.

CHANGING THE HALL OF RESIDENCE

26. Switching hall of the residence will be possible after the winter semester ends. Before this date all information concerning the procedure will be posted at <https://uni.wroc.pl/en/student-dorms/accommodation/> .

LEAVING FOR A STUDENT EXCHANGE PROGRAMME DURING THE ACADEMIC YEAR

27. If a resident leaves for an exchange programme under the EU or other programmes during the academic year, s/he may continue living in the hall of residence after the return. To do so, the student has to submit an application together with a certificate confirming her/his participation in a student exchange programme to the administration of the hall before checking out and vacating the room. The accommodation in the hall of residence will be reserved for the following semester and will be granted after the resident has completed the application procedure according to the regulations (if the resident leaves for an exchange programme in the summer semester, s/he should apply for a place in a hall on-line during the application period for residents). This also applies to foreign students. Student must make arrangements with the administration of the hall of residence at least 7 days before planned return.

FOREIGN STUDENTS AND FOREIGN PhD STUDENTS – PARTICIPANTS OF INTERNATIONAL STUDENT PROGRAMMES

28. For organisational reasons, the foreign students/foreign PhD students who have been accepted to the University of Wrocław by the International Office or participants of

the courses organised by the English Language Centre or the School of Polish Language and Culture for Foreigners have their accommodation in the halls reserved only for the first 14 days of the semester. Afterwards, the University of Wrocław cannot guarantee accommodation in its halls.

Upon checking in, the student is required to present the passport, a valid document entitling for a stay in the territory of the Republic of Poland such as a visa or a temporary residence permit, the student ID card (if issued), the proof of the security deposit payment, and the proof of the accommodation fee payment for the first month. If the student fails to present even one of these documents, s/he will not be allowed to check into a University's hall of residence.

29. If a student checks in before the semester begins, a daily rate fee, as specified in the price list, shall be calculated. The fee for students shall apply from the date marking the beginning of the semester.
30. After the student's obligatory academic visit at the University of Wrocław ends, it is possible to extend the stay at the hall only in justified cases and only with the consent of the Vice-Rector for Student Affairs. The resident is required to submit an application to the administration of the hall at least 7 working days before the end of the semester. The accommodation fee is calculated based on a daily rate according to the price list for the persons who are not the students of the University of Wrocław.
31. Foreign students/foreign PhD students - participants of international programmes - applying for accommodation in the halls during the academic year need to submit the application to the Department of Student Affairs on email: sprawystudenckie@uwr.edu.pl . If the resident is a student or a PhD student of a higher education institution other than the University of Wrocław, s/he also needs to submit an original copy of a certificate from the Dean's Office confirming her/his status of a student/PhD student.

APPLYING FOR ACCOMMODATION AFTER THE DEADLINE

32. After the first closing date of the on-line application procedure, it will still be possible to **apply** for accommodation. Information on the application procedure will be posted at <https://uni.wroc.pl/en/student-dorms/accommodation/> .
33. The applications will be considered if there are still some vacancies left in the halls. If they receive a referral, they are obliged to move into the student residence within 10 days of the date specified in the referral, and in the case of a later move, they should notify the administration of the student residence. Failure to report to the DS within the aforementioned period from the date of the referral will be treated as a resignation from the assigned place.

ADDITIONAL INFORMATION

34. In justified cases the Vice-Rector for Student Affairs may deny accommodation in the University's halls of residence.
35. The students/PhD students with disabilities applying for accommodation in the University's halls are required to submit an application with justification and a document confirming their disability status, or other appropriate documentation, to the Department of Student Affairs before checking in. The document should be emailed to: sprawystudenckie@uwr.edu.pl
36. A person whose application for the university accommodation has been rejected may appeal against this decision by reapplying to the Department of Student Affairs. It will only be considered provided that the student submits the application along with a copy of the actual on-line application. The document should be emailed to: sprawystudenckie@uwr.edu.pl
37. All information regarding these regulations will be announced on the bulletin boards in the halls of residence and posted at <https://uni.wroc.pl/en/student-dorms/accommodation/> . In other forms, only in justified cases upon request.
38. Dates, deadlines, information and criteria for applying for accommodation in a hall of residence will be posted at the following website of the University of Wrocław: <https://uni.wroc.pl/en/student-dorms/>
39. The list of accommodated persons shall be posted at the following website of the University of Wrocław: <https://uni.wroc.pl/en/student-dorms/accommodation/>
40. International students incoming for study on University of Wrocław on full-paid studies in English are apply on-line for a place in the halls of residence between 25.04.2022 – 30.08.2022 on the website: <https://rejestracja.ds.uni.wroc.pl/en>
41. Students/PhD students admitted to UWrocław under the MOST programme are required to:
 - send via e-mail to: sprawystudenckie@uwr.edu.pl or via post, to the address of the Department of Student Affairs (pl. Uniwersytecki 1) a certificate of the University Accreditation Committee confirming the admission to UWrocław;
 - include in an on-line application form the name of the faculty, field of study, student grade book, and the name of the home university.
42. The students of the English Language Centre/School of the Polish Language and Culture for Foreigners of the University of Wrocław submit their applications for accommodation to these respective units. Both the Centre and the School will then submit the lists of persons requesting accommodation to the Department of Student Affairs within a prescribed deadline. These lists confirm participation in the courses.

43. The students of other higher education institutions studying under international programmes may be allowed to use the university accommodation if they submit a recommendation issued by their Wrocław host institution, provided that there are vacancies in the University's halls of residence.
44. The students of other Wrocław higher education institutions may apply if vacancies are still available (see: <https://uni.wroc.pl/en/student-dorms/>).
45. Due to the state of the epidemic emergency, the rules of accommodation and accommodation of students and doctoral students in the halls of residence may change. Students and doctoral students are obliged to keep up to date with announcements and information related to the epidemic that appears on the University's website and to adapt to any changes.
46. **FINAL PROVISIONS**

The rules of accommodation and the accommodation schedule are subject to change. The Rector of the University of Wrocław, or persons authorised by the Rector, has the right to interpret these rules. Students and doctoral students are obliged to follow all announcements and information appearing on the University's website and to adapt to any changes. Information concerning accommodation in the halls of residence can be obtained at the following telephone number: +48 71 343 06 18.

Wrocław, 26th May 2022

47. On-line application submission schedule for student housing at the University of Wrocław for the academic year 2022/2023. On-line applications after prior registration and logging into the website <https://rejestracja.ds.uni.wroc.pl/en> are submitted by individual groups of students:

Item	Student/PhD student groups:	Deadline
1.	Candidates for full-paid studies in English	25.04.2022 –30.08.2022
2.	Registration <u>only for residents</u> of the hall of residence -those who are living by 31 st May 2022 in halls of residence	07.06.2022-26.06.2022
3.	<ul style="list-style-type: none"> - Candidates for studies (<u>excluding foreigners studying in English – 1st year of study 2022/2023</u>) at the University of Wrocław of full- and part-time programmes – 1st cycle and uniform MA programmes. - UWr students/PhD students of later years pursuing full- and part-time studies, who were not residents of the halls of residence in the previous academic year or did not log in by the deadline referred to in item 2. - programme participants: MOST, TERAZ WROCŁAW, POLISH GOVERNMENT SCHOLARSHIPS 	04.07.2022- 31.07.2022
4.	UWr students/PhD students of international programmes beginning their studies at UWr: <ul style="list-style-type: none"> - Erasmus +, Erasmus + partner countries, bilateral agreements, CEEPUS, ISEP, Study Abroad, Erasmus Mundus, Government Scholarship, KIRKLAND 	08.07.2022-24.07.2022
5.	Candidates for 2nd- and 3rd-cycle full- and part-time UWr programmes	22.09.2022-26.09.2022
6.	If vacancies are available after all applicants have been allocated their places, estimated deadline for applying on-line for the students of the University of Wrocław and other Wrocław higher education institutions.	10.10.2022-18.10.2022
7.	UWr students/PhD students of international programmes beginning their studies at UWr for the summer semester: <ul style="list-style-type: none"> - Erasmus +, Erasmus + partner countries, bilateral agreements, CEEPUS, ISEP, Study Abroad, Erasmus Mundus, Government Scholarship, KIRKLAND 	15.12.2022-17.01.2023