

**REGULATIONS FOR ACCOMMODATION
AT THE UNIVERSITY OF WROCŁAW FOR THE ACADEMIC YEAR 2024/2025**

GENERAL PROVISIONS

1. All residents of the student residences are required to comply the rules and regulations of the halls of residence.
2. Priority in the allocation of a place in a student dormitory is given to full-time and evening students of the University of Wrocław who are in a difficult financial situation and students of the University of Wrocław with a disability certificate. If the number of persons applying for a place in a hall of residence is higher than the number of available places, the granting of a place is also dependent on the distance from the place of permanent residence.
3. Application for a place in a halls of residence for the academic year 2024/2025 will only be made electronically, according to the accepted timetable, via the USOSweb system (<https://usosweb.uni.wroc.pl>).
4. Incoming students on full-time, full paid studies in English (first year) apply online for a halls of residence place via the IRC system. Students will receive the rules/conditions for accommodation once a hall of residence place has been allocated through the above system. There is a limit of places (according to the order of applications).
5. Students admitted to study at the University of Wrocław under the MOST Programme apply for a place in a halls of residence by sending an e-mail to the Department of Student Affairs: sprawystudenckie@uwr.edu.pl together with with a certificate from the University Accreditation Committee confirming the fact of being admitted to study at the University of Wrocław. After receiving the e-mail, the Department of Student Affairs will send the student an application form, which should be filled in, scanned and sent back to the above-mentioned address of the Department of Student Affairs.
6. Participants of the courses at the Intensive English Language Centre and of the One Year Intensive Course at the School of Polish Language and Culture for Foreigners at the University of Wrocław, apply for accommodation in a student dormitory in the aforementioned unit. The units will receive from the Department of Student Affairs the limits of places in individual houses and, based on them, will forward to the individual halls of residence lists of persons to be accommodated on dates agreed beforehand. The lists are a confirmation of the fact of participation in the course.

Detailed information on payment will be given to the persons concerned by the administration of the halls of residence during their accommodation.

7. The price list for student residence fees for the next academic year will be announced in June on the website: <https://uwr.edu.pl/en/student-houses/price-list/>
8. Residents of the halls of residence shall make their accommodation payment by the 5th of each month. Exceeding the payment deadline will result in statutory interest being charged for each day of delay.
9. Payments for accommodation should be made by non-cash payment (bank transfer) to an individual bank account generated in the USOS system.
10. Students accommodated in the halls of residence before 1 October pay the following fees according to the holiday price list.
11. Moving out during the month does not exempt the resident from paying the fee by the end of the month in which the move out takes place. Only in months where there is an examination session, the fee is charged on a daily basis - until the day of check-out.
 - a) In particularly justified cases, a resident of the hall of residence may apply for to be charged by the day of check-out. The decision in this matter is made by the Vice-Rector for Student Affairs. The application and the reasons for it should be submitted to the administration of the hall of residence.
 - b) In the event of loss of the right to reside in the DS, the student shall pay the fee for the actual period of accommodation.
12. Students will be accommodated in double rooms (not applicable to persons with with a disability certificate). Residents who would like to live in single rooms after they have been accommodated in the hall of residence will apply to the administration of the hall of residence. In this case, the deposit will be increased. Single rooms will be allocated if this is possible.
13. Students/doctoral students with disabilities applying for a place in a halls of residence students are obliged to contact the Department of Student Affairs at sprawystudenckie@uwr.edu.pl in order to send documents confirming the degree of their disability or other relevant documentation (refers to students currently studying and students admitted for the first year of full-time/full-time studies).
14. Part-time students may be granted a place in the halls of residence for the duration of congresses and sessions. They do not apply for a halls of residence place in the USOS system. Students/doctoral students are requested to contact the administration of the hall of residence of their choice in order to arrange accommodation at a convenient time, but not earlier than October.

DEPOSIT

15. Residents of the halls of residences are required to pay the deposit by transfer, in accordance with the accrual and the designated due date.

16. The deposit secures the reservation of a place, security to cover any losses caused by destruction or loss of property in the student house and other financial obligations on the day of check-out.
17. After receiving information confirming the granting of a place in the halls of residence, a deposit should be made to an individual bank account generated in the USOS system.

When booking a double room, the deposit will be 800 PLN (Polish currency). When booking a single room, the deposit will range from 999 PLN to 1,400 PLN (Polish currency).

A detailed schedule of payments can be found in appendix no. 1.

18. Failure to pay the deposit by the deadline will mean cancellation of the halls of residence.
19. The day of payment is considered to be the day on which the transfer is credited to the student's individual bank account or, in the case referred to in point. 41, to the general account of the student house.

REFUND OF THE DEPOSIT

20. The deposit will be return upon successful settlement of financial and material obligations and the pass of the room/module and the submission to the administration of the hall of residence a computer-filled application (form available on the website of the individual half of residence), if the room, its equipment or the common parts of the facility were not destroyed due to the student's fault, subject to points 21, 22, 23, 25.

Handwritten applications will not be considered. Transfer of the settled deposit to the account indicated in the application will be made no later than within 30 working days. The University of Wroclaw is not responsible for delays in transfers resulting from incorrectly completed applications.

21. The deposit may be used to cover arrears in fees for the last month of stay.
22. The administration of the student residence hall is authorized to check the cleanliness of the rooms and sanitary facilities of the student residence halls. In the event of a gross violation of the rules for maintaining order in rooms and sanitary facilities, the cost of cleaning will be covered by the deposit.

The value of the damage caused and the persons responsible are determined by the head of the student house. If it is not possible to identify the perpetrator, the residents of the relevant room/module are jointly and severally liable for damages.

23. If the deposit is not sufficient to cover the costs referred to in point 16, 21 and 22 or other regulations resulting from non-compliance with the accommodation rules, the student dormitory resident is obliged to immediately pay the missing amount.
24. People who have previously paid a deposit, but before settling in on time by October 4, they will submit a written resignation from their place in the dormitory and the application referred to in point 20, they will receive a refund of the deposit to the indicated bank account.
25. The deposit is not refundable if the student:
- will not accommodate in the dormitory by October 4,
 - was deprived of the right to live in a dormitory for a gross violation of the Regulations during the period of residence,
 - does not submit a written resignation from his/her place in the dormitory by October 4.

In special cases, the deposit may be returned at the student's written request based on the decision of the Vice-Rector for Student Affairs.

CHECKING IN AND CHECKING OUT

26. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
27. Foreign students/doctoral students are accommodated in all of the halls of residence the University of Wrocław on the dates and times stated on the website according to the accommodation schedule posted on the website, or after making prior arrangements with the administration staff about the date and time of arrival. Arrangements must be made no later than 3 working days before the planned arrival by e-mail.
28. The Accommodation schedule will be posted on a website: <https://uwr.edu.pl/en/student-houses/> in the second half of August.
29. Check-in (outside of the above schedule) and check-out during the academic year takes place on weekdays from Monday to Friday between 9:00 a.m. and 2:00 p.m. Any additional information relating to check-in will be provided on the website: <https://uwr.edu.pl/en/student-houses/>.
30. Students/doctoral students are accommodated according to the schedule. When checking in, the person moving in must present:
- 1) forms (documents) downloaded from the website and legibly completed,
 - 2) copies of documents (originals for inspection): identity card/passport,

- 3) additionally for foreigners: a valid document entitling to stay in the Republic of Poland, e.g. visa, temporary residence card,
 - 4) student identity card (if issued),
 - 5) ATTENTION! Minors are obliged to present the consent of their parents/legal guardians to live in the hall of residence. The declaration must be downloaded from the website of the specific hall of residence.
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31. Students/doctoral students are obliged to comply with registration regulations.
 32. Persons doing their compulsory internship provided for in the study plan outside Wrocław shall be accommodated upon their return from the internship and shall pay a fee from the date of accommodation. They are required to inform the student residence administration by 30th September 2024.
 33. In individual cases, the head of the student residence shall decide, whether there are reasons justifying a later accommodation.
 34. The status of students/doctoral students - residents of the halls of residence - will be verified by the administration of the hall of residence in the USOS system. If the student's/doctoral student's data is not available in USOS, he/she will be required, immediately upon receiving a summons from the student residence administration, to present the original certificate from the dean's office confirming his/her status as a student/doctoral student. Failure to do so will result in a charge being made in accordance with the ad hoc accommodation price list, and the person will lose the right to accommodation and will be required to move out within 7 days. Residents are required to keep the administration of the hall of residence informed of any change in their student/doctoral status.
 35. Residents of student halls of residence - students/doctoral students/scholars from other institutions of higher education - are required to present to the student residence administration (at the time of enrolment or within seven days of receiving a summons from the student residence administration at the latest) an original certificate (with their album number) from the Dean's Office certifying that they are studying in the next semester. Failure to do so will result in a fee being charged in accordance will lose their right to accommodation and will be obliged to move out of the student residence within 7 days. Residents are required to keep the administration of the halls of residence to informed about of any change in their status as a student/doctoral student.
 36. Foreign students/doctoral students - participants of international programs - arriving at student dormitories before the beginning of the semester will be charged daily according to the rate from the price list applicable to students and doctoral students, increased by 8% VAT.

37. After the end of the study at the university, accommodation may be extended only in justified cases, with the consent of the Vice-Rector for Student Affairs. The request must be sent by e-mail to the administration of the student residence in which the student/doctoral student resides at least seven working days before the end of the semester. A daily fee applies, according to the price list for non-students.

LOSS OF RIGHT OF RESIDENCE

38. A student resident of the hall of residence may lose the right to residence when:
1. has lost the status of a student/doctoral student at UWr or another university,
 2. has changed the mode of study from full-time/extramural to extramural,
 3. is in arrears with payment for accommodation for more than 1 month,
 4. has obtained a place in the student residence on the basis of false data,
 5. has given up his/her place to a person not entitled to live in the hall of residence,
 6. has damaged the property located in the hall of residence,
 7. has violated the rules of social co-existence,
 8. does not observe the rules of fire protection or hinders the evacuation action,
 9. has been convicted of a crime prosecuted by a final court judgement prosecuted by public indictment,
 10. does not comply with the regulations in force in the student residences and at the University of Wrocław.
- The decision in the aforementioned cases is made by the Vice-Rector for Student Affairs.

A person who has lost the right to live in a student residence is obliged to settle all obligations and check out within seven days of receiving the decision.

Restoration of the right to residence shall be possible only with the consent of the Vice-Rector for Student Affairs and shall require the submission of an application to the Vice-Rector for Student Affairs.

Student Affairs and requires the submission of a request for approval of continued/re-established accommodation to the Student Affairs Department. The document should be sent by e-mail to sprawystudenckie@uwr.edu.pl.

CHANGE OF RESIDENCE SITUATION (mode of study, faculty, direction)

39. A change in the situation of the student residence occupant in relation to their studies, e.g. change of faculty, field of study or mode of study (e.g. change from full-time to part-time mode), requires that this be reported to the administration of the hall of residence. If the change concerns a student/doctoral student of another university, an application should be submitted to the Vice-Rector for Student Affairs

and accompanied by an original certificate from the Dean's Office confirming the change. The documents should be sent by e-mail to: sprawystudenckie@uwr.edu.pl.

CHANGING THE HALL OF RESIDENCE

40. Students who wish to move to another hall of residence during the academic year for justifiable reasons may submit an online request with justification to the DSS. A change of room within a student house or a change of DS between houses: Kredka - Ołówek and Słowianka - Parawanowiec, the student arranges this with the administration of the hall of residence.

STUDENT EXCHANGE DURING THE ACADEMIC YEAR

41. For organisational reasons, foreign students/doctoral students enrolled by the International Office have their places in student residences reserved until 30th October. After this date, the University of Wrocław does not guarantee accommodation.

Students who will check in by October 4 pay a deposit to their individual bank account, which will be generated in the USOS system after checking into the student dormitory. These people pay the fee for their stay in the house of residence only after arriving and checking into the house of residence.

Students who will not check in by October 4 and intend to arrive at a later date are obliged to:

- inform the student house where they received a place,
- pay the deposit by October 5 to the general account of the student house, which guarantees a reservation of a place in the dormitory.

42. In the case of accommodation before the beginning of the semester, a daily fee is charged in accordance with the price list as for non-students. Charging of fees according to the price list as for students will only be possible after International Office has entered the person concerned in the USOS system.

43. Students/doctoral students participating in the intensive Polish language course may check in at the student dormitory at the earliest 3 days before the beginning of the course and then pay the daily fee according to the price list.

APPLYING FOR ACCOMMODATION AFTER THE DEADLINE

44. After the end of the main electronic admissions, in the case of vacant places, it will be possible to apply for a place in the hall of residence after submitting an individual application sent by e-mail to the Student Affairs Department at: sprawystudenckie@uwr.edu.pl. The aforementioned persons, if they receive a

referral, will be obliged to accommodate themselves in the the hall of residence within 7 working days. If they are accommodated at a later date, the student residence administration must be notified. Failure to report to the administration of the hall of residence within the aforementioned time limit will be regarded as a resignation from the assigned place.

45. Foreign students/doctoral students - participants of international programmes - applying for a place during the academic year are required to submit an application to the Department of Student Affairs, by e-mail to: sprawystudenckie@uwr.edu.pl. In the case of students/doctoral students from other universities, an original certificate from the Dean's Office confirming their status as a student/doctoral student should be attached.

ADDITIONAL INFORMATION

46. In justified cases the Vice-Rector for Student Affairs may deny accommodation in the University's halls of residence.
47. Those who did not receive a place in the hall of residence during the electronic intake in the USOS system have the right to appeal this decision by submitting an online application to the Student Affairs Department. The appeal should be sent by email to: sprawystudenckie@uwr.edu.pl within 7 days of receiving information about not having been granted a place in a house of residence.
48. All information related to these rules, deadlines, information and criteria for applying for a place in the halls of residence will be made known by posting them in the halls of residence and on website: <https://uwr.edu.pl/en/student-houses/>.
49. Information concerning the granting/not granting of a place in the halls of residence or the need to correct an application will be sent by e-mail to students/documentation students. They are kindly requested to check their university e-mail address and USOS information regularly during the recruitment period in accordance with the schedule.

FINAL PROVISIONS

50. Accommodation rules and the accommodation schedule are subject to change. Interpretation of the provisions of these rules is at the discretion of the Rector of the University of Wrocław or persons authorised by him/her.
- Students and doctoral students are obliged to keep abreast of announcements and information appearing on the University's website and to adapt to any changes. to adapt to any changes.
- Information concerning accommodation in the halls of residence can be obtained at telephone number: 71 343 06 18.

Wrocław, 20th May 2024

ANNEX TO THE REGULATIONS No. 1

Schedule for electronic submission of applications in the USOS system for accommodation in student residences at the University of Wrocław for the academic year 2024/2025. Applications after logging in to the USOS system are submitted by individual student groups:

Item	Student/PhD student groups:	Deadline
1.	University of Wrocław students residents registered in the halls of residence as of 29th May 2024, including residents who are final-year students of 1st cycle, applying for admission to 2nd cycle studies at the University of Wrocław	Application deadline: 6.06-18.06.2024 Deadline for receipt of information: 15.07.2024 Deadline for deposit: 3.08.2024
2.	University of Wrocław students/doctoral students of international programmes starting their studies at the University of Wrocław: Erasmus +, Erasmus + partner countries, bilateral agreements, ISEP, Study Abroad, <u>Submitting information on income DOES NOT apply to the above-mentioned persons</u>	Application deadline: 26.06-10.07.2024 Deadline for receipt of information: 22.07.2024 Deadline for deposit: 7.08.2024 There is a limit of places (according to the order of applications)
3.	Persons admitted to study at the University of Wrocław in the full-time and evening mode - first degree and single master studies. <u>- IMPORTANT - additional submission of information on family income for the previous year applies to Polish citizens and foreigners with permanent residence in Poland</u>	Application deadline: 1.08-14.08.2024 Deadline for receipt of information: 20.08.2024 Deadline for deposit: 30.08.2024
4.	A) Persons admitted to the second-cycle studies and Doctoral School of the University of Wrocław B) University of Wrocław students/doctoral students of older years who were not residents of the University of Wrocław dormitories in the previous academic year, or who did not log in by the deadline referred to in point 1 of schedule <u>- IMPORTANT - additional submission of information on family income for the previous year applies to Polish citizens and foreigners with permanent residence in Poland</u> C) People returning from the Erasmus program after the summer semester who lived in a dormitory in the previous semester <u>Submitting information on income DOES NOT apply to persons listed under letter C</u>	Application deadline: 17.08-29.08.2024 Deadline for receipt of information: 5.09.2024 Deadline for deposit: 19.09.2024
5.	In the case of vacant places in student residences at the University of Wrocław, once all students have been accommodated, the expected deadline for online applications for students of the University of Wrocław This applies to people who did not receive a place in previous rounds, as well as people who previously did not apply for a place in the dormitory. <u>- IMPORTANT - additional submission of information on family income for the previous year applies to Polish citizens and foreigners with permanent residence in Poland</u>	Application deadline: 23.09-6.10.2024 Deadline for receipt of information: 10.10.2024 Deadline for deposit: 17.10.2024

