

**REGULATIONS FOR STUDENT ACCOMMODATION
AT THE UNIVERSITY OF WROCLAW FOR THE ACADEMIC YEAR 2023/2024**

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 2023/2024 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. The above students do not pay a deposit.
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/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. The above-mentioned persons do not pay a deposit.

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.

ADVANCE PAYMENT

15. After receiving information confirming the granting of a place in the halls of residence, an advance payment should be made to an individual bank account generated in the USOS system in the amount of PLN 300,00 PLN (Polish currency). A detailed schedule of payments can be found in appendix no. 1.
16. Failure to pay the advance deposit by the deadline will mean cancellation of the halls of residence.
17. For persons who have made an advance payment and are accommodated, the accommodation fee for accommodation will be reduced by the deposit paid in the following months.
18. Persons who have made an advance payment and have not been accommodated in the student residence by 10th October 2023, they lose their deposit.

DEPOSIT

19. Residents of the halls of residences (except for those with permanent residential address in Poland) are required to pay a deposit by transfer to an individual bank account in the USOS system, in accordance with the accrual and the designated due date.
20. Foreign students/doctoral students who have been residents of student residences in previous years and have repeatedly defaulted on their accommodation fees will be required to pay a double deposit by transfer to their individual bank account in the USOS system. Information about the necessity to pay a deposit in this amount will be communicated to the student or doctoral student on the day of accommodation.
21. The 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.

REFUND OF THE DEPOSIT

22. The deposit will be returned 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 hall of residence. 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 Wrocław is not responsible for delays in transfers resulting from incorrectly completed applications.

CHECKING IN AND CHECKING OUT

23. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
24. 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, and 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.

25. The Accommodation schedule will be post on a website: <https://uwr.edu.pl/en/student-houses/> in the second half of August.
26. 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/>.
27. Students/doctoral students are accommodated according to the schedule. 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 and 4. present a student identity card (if issued). 3. additionally, foreigners: a valid document entitling them to stay in the territory of the Republic of Poland, e.g. visa, temporary residence card and 4. present their student identity card (if issued).
28. 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 2023.
29. In individual cases, the head of the student residence shall decide, whether there are reasons justifying a later accommodation.
30. 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.
31. 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 with the regulations. Failure to do so will result in a fee being charged in accordance with the regulations 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 informed about any change in their status as a student/doctoral student.

LOSS OF RIGHT OF RESIDENCE

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)

32. 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

33. 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

34. In the event of departure during the academic year for a student exchange as part of EU or other programmes, it shall be possible to continue to reside in the student residence upon return. Before departure before you leave and check out, you must submit an application to the administration of the hall of residence together with the original certificate confirming your departure. The place will be reserved for the following semester and will be allocated after the student has completed the application formalities in accordance with the rules (in the case of departure in the summer semester, you must apply for a place online by the deadline for residents). Also applies to foreign students. At least 7 days before your planned return, you must make arrangements with the student residence administration regarding your arrival.

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

36. 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.

37. 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.

38. 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.

39. 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.

APPLYING FOR ACCOMMODATION AFTER THE DEADLINE

40. 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.

ADDITIONAL INFORMATION

41. In justified cases the Vice-Rector for Student Affairs may deny accommodation in the University's halls of residence.
42. 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. Applications will be considered after the ends of all login, i.e. after 5th October this year.
43. 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/>
44. 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 to students/documentation@uwr.edu.pl. You are kindly requested to check your university e-mail address and USOS information regularly during the recruitment period in accordance with the schedule.

45. **FINAL PROVISIONS**

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, 26th April 2023

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 2023/2024. Applications after logging in to the USOS system are submitted by individual student groups: of students:

Item	Student/PhD student groups:	Deadline
1.	University of Wrocław students residents registered in the halls of residence as of 30th April 2023.	Application deadline: 15.05.- 31.05.2023 Deadline for receipt of information: 19.07.2023 Deadline for deposit payment: 28.07.2023
2.	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. - IMPORTANT - additional submission of information on family income for the previous year applies to Polish citizens and foreigners with permanent residence in Poland.	Application deadline: 05.06.-16.06.2023 Deadline for receipt of information: 19.07.2023 Deadline for deposit payment: 28.07.2023
3.	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,	Application deadline: 19.06.-30.06.2023 Deadline for receipt of information: 19.07.2023 Deadline for payment of deposit: 28.07.2023
4.	- Persons admitted to study at the University of Wrocław in the full-time and evening mode - first degree and single master studies. - IMPORTANT - additional submission of information on family income for the previous year applies to Polish citizens and foreigners with permanent residence in Poland	Application deadline: 01.08.-16.08.2023 Deadline for receipt of information: 30.08.2023 Deadline for payment of deposit: 07.09.2023
5.	Persons admitted to the second-cycle studies and Doctoral School of the University of Wrocław	Application deadline: 25.09.-28.09.2023 Deadline for receipt of information: 30.09.2023
6.	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 is:	Application deadline: 09.10.-13.10.2023 Deadline for receipt of information: 20.10.2023