

**REGULATIONS FOR STUDENT ACCOMMODATION
AT THE UNIVERSITY OF WROCŁAW FOR THE ACADEMIC YEAR 2021/2022**

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 10 and 20 July 2021** at: <https://uni.wroc.pl/en/student-dorms/price-list/>
3. An accommodation fee must be paid by **the 5th day of each month**. The accommodation fee is calculated for the period specified in the referral for student accommodation or the list, except for the fee paid for the first month of accommodation.
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 must be paid beforehand by transfer to the bank account of the respective student residence, and proof of payment must be presented on the day of accommodation. Account numbers of individual halls of residence and detailed information will be published on the website: <https://uni.wroc.pl/en/student-dorms/accommodation/>
- 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.
6. In the months when examination period ends the fee is calculated based on a daily rate – until the check-out day.
7. In the case of the loss of the right to live in a hall (item 25), the student pays a fee for the actual period of accommodation.

8. If the current guidelines of Ministry of Education and Science and Chief Sanitary Inspector in connection with the epidemic situation are not changed, students will be accommodated individually in rooms. The resident will then be charged for accommodation according to the price list as for a single room.

ADVANCE PAYMENT

The advance payment applies to persons from groups 2,3,4 listed in the schedule (see point 48), submitting an online application for hall of residence for the academic year 2021/2022,

9. 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 42), the persons who have been allocated a place are obliged to pay a deposit of 200 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 deposit payment will be announced on the website: <https://uni.wroc.pl/en/student-dorms/accommodation/> .
- 9.1. The bank account numbers of individual halls and detailed information shall be posted along with the list of students who have been allocated to the halls of residence: <https://uni.wroc.pl/en/student-dorms/>
- 9.2. If a student fails to make the advance payment by the deadline, it means that s/he declines the offer of accommodation.
- 9.3. For all who have made the advance payment and checked into a given hall of residence, their advance payment will be put towards the accommodation fee in October, November or December.
- 9.4. Students who have paid the deposit and are not accommodated in the Halls of Residence by 11th October 2021 will forfeit their deposit.

SECURITY DEPOSIT

10. Foreign students/foreign PhD students (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. The bank account numbers of individual halls and detailed information with the amount of the security deposit to be paid shall be posted at <https://uni.wroc.pl/en/student-dorms/accommodation/> .
11. 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.
12. 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.

13. 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.
14. The refund of the security deposit takes place after an appropriate application has been submitted to the administration of the hall, however, no sooner than **within 30 working days** after all formalities (such as settling all payments, vacating the room/module etc.) have been completed.

CHECKING IN AND CHECKING OUT

15. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
16. Foreign students/foreign PhD students are accommodated in all of the University's halls of residence.
17. The Accommodation schedule will be post on September 2021 at <https://uni.wroc.pl/en/student-dorms/accommodation/>
18. 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 October 2021 on the website: <https://uni.wroc.pl/en/student-dorms/accommodation/>.
19. All students/PhD students check in according to the schedule – see item 17 (it does not apply to the persons described in item 20). When checking in, the students are required to present their identity cards or 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 proof of the security deposit payment, 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.
20. 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 2021.

21. A student who fails to check into a hall of residence by 11th October loses the right to use the university student accommodation, however, sh/e may reapply for it. The deadline for additional application shall be posted at <https://uni.wroc.pl/en/student-dorms/accommodation/>.
22. 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.
23. 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.
24. The residents who are the students/PhD students of higher education institutions other than the University of Wrocław have to present to the administration of the hall an original copy of a certificate from their dean's office confirming their status of a student/PhD student (including the student grade book number) on the check-in day or at the latest within 7 days from the receipt of an appropriate notification from the administration of the hall. If they fail to submit these documents, the accommodation fee will be calculated based on the temporary accommodation price list. They will lose the right to use the university student accommodation and will have to check out within 7 days.

LOSING THE RIGHT TO USE THE STUDENT ACCOMMODATION

25. 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,
 - they have violated the Regulations for University Student Accommodation or internal university regulations (on the basis of 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. In order to receive it, students are required to apply to be accommodated again to the Department of Student Affairs. The document should be emailed to: sprawystudenckie@uwr.edu.pl

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

26. 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: sprawystudenckie@uwr.edu.pl

CHANGING THE ROOM

27. Switching rooms in the same hall of residence or between Kredka-Ołówiek or Słowianka-Parawanowiec requires submitting an application to the administration of the hall of residence.

CHANGING THE HALL OF RESIDENCE

28. Switching rooms 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

29. 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

30. 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.

31. 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.
32. The students/PhD students who participate in a intensive preparation course of Polish language pay the accommodation fee according to the price list for students if they check into a hall of residence at the earliest 2 days before the course begins.
33. 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.
34. 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

35. 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/> .
36. The applications will be considered if there are still some vacancies left in the halls. The students who have applied after the first deadline shall receive a referral within 5 days and they will have to check into a given hall of residence within 3 days from the date declared in their application. If a student needs to check in at a later date, s/he will have to inform the administration of the hall accordingly.

ADDITIONAL INFORMATION

37. In justified cases the Vice-Rector for Student Affairs may deny accommodation in the University's halls of residence.
38. 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
39. 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
40. 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.

RULES FOR ALLOCATING PLACES

41. 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/>
42. 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/>
43. 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 01.03.2021 and 18.08.2021 on the website: <https://rejestracja.ds.uni.wroc.pl/en>
44. Students/PhD students admitted to UWr 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 UWr;
 - 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.
45. 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.
46. 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.
47. The students of other Wrocław higher education institutions may apply if vacancies are still available (see: <https://uni.wroc.pl/en/student-dorms/>).
48. **On-line application submission schedule for student housing at the University of Wrocław for the academic year 2021/2022. 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	01.03.2021 - 18.08.2021
2.	Registration only for students accommodated of the hall of residence as of 31 st May 2021.	09.06.2021- 24.06.2021
3.	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 	05.07.2021- 16.07.2021
4.	<ul style="list-style-type: none"> - Candidates for studies at the University of Wroclaw 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 	19.07.2021- 15.08.2021
5.	Candidates for 2nd- and 3rd-cycle full- and part-time UWr programmes	21.09.2021- 26.09.2021
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 Wroclaw and other Wrocław higher education institutions.	11.10.2021- 15.10.2021
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, 	13.12.2021- 17.01.2022

	<ul style="list-style-type: none"> - CEEPUS, - ISEP, - Study Abroad, - Erasmus Mundus, - Government Scholarship, - KIRKLAND 	
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FINAL PROVISIONS

Changes to the Accommodation Rules and the accommodation schedule may change. Interpretation of the provisions of these rules is entitled to the Rector of the University of Wrocław, or persons authorized by him.

Students/PhD are obliged to keep up to date with announcements and information appearing on the UWr website and to adapt to changes. Information regarding accommodation in student residences can be obtained by calling: +48 71 343 06 18.

Wrocław, 28th May 2021