

THE PROCEDURE FOR GRANTING ACCOMMODATION IN HALLS OF RESIDENCE OF THE WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE SCIENCES

Right to stay in a hall of residence

1. Priority in granting accommodation in a hall of residence is given to a student of the Wrocław University of Environmental and Life Sciences, for whom daily commuting to the University makes it impossible or significantly difficult to study and who is in a difficult financial situation.
2. An order of submitting applications for accommodation in a hall of residence also matters when such accommodation is granted.
3. If there are vacancies in halls of residence from October 1 to June 30 the following year, a student of the Wrocław University of Environmental and Life Sciences other than the one mentioned in point 1 may apply for accommodation in them.
4. If there are vacancies in halls of residence in the period specified in point 3, the following students may use them for a fee of 120% of the price applicable to a student of the Wrocław University of Environmental and Life Sciences:
 - a. a student who completed the first-cycle studies but does not continue the second-cycle studies or has begun or is double majoring in other field of first- or second-cycle studies,
 - b. a student who graduated and is double majoring the next field of study.
5. A student of another university may stay in a hall of residence if there are vacancies, provided that an appropriate study certificate is provided. A student whose home university has not signed an agreement on mutual accommodation of students and PhD students in hall of residence of Wrocław universities, VAT (according to the applicable rate) is added to the fee for accommodation in a hall of residence.
6. Another person may be accommodated in a hall of residence if there are any vacancies, having obtained the consent from the Vice-Rector for Student Affairs and Education and having arranged the payment.
7. A student (or another person referred) loses the right to stay in a hall of residence in the following cases:
 - a. upon the expiry of deadline for which the referral was issued; if the deadline was not set, it expires on June 30;
 - b. 7 days after the referral issue date if at that time a student (or another person) failed to complete formalities related to accommodation in a hall of residence without prior notice of the impossibility of arriving at the scheduled date, e.g. due to illness or important random causes;
 - c. failure to pay the fee for accommodation in a hall of residence **by the 25th day** of a given month (**in December, by the 15th day**), and in the case of a student of another university (or another person referred) failure to pay the fee for accommodation **by the 10th day** of a given month;
 - d. if a decision to grant accommodation is repealed;
 - e. if a student is on a dean's leave, health leave or occasional leave, repeats a year, semester etc., or has not obtained consent from the Head of the Department of Student Affairs for further stay;
 - f. if the Residents' Council reported three times that the room or module are not kept

- clean;
- g. if the Head of the Department of Student Affairs decides to expel a student from a hall of residence immediately for a particularly gross violation of the “Halls of Residence Regulations” and rules for group coexistence, such as: assault and battery, theft, devastation, drug and/or alcohol consumption, etc. in agreement with the Residents’ Council. If there is no Residents Council in a given hall of residence, the hall manager acts in consultation with the University Students’ Representative Council;
 - h. if the Student Disciplinary Committee or the Student Disciplinary Appeal Committee decides to expel a student from a hall of residence;
 - i. a student was removed from the list of students;
 - j. a student graduated (including first-cycle studies) and does not continue education;
 - k. in the event of providing false data or using the accommodation contrary to the justification contained in the application.
8. The decision on terminating accommodation granted to a student (or another person referred) for reasons mentioned in point 7 c, f, g is made by the Head of the Student Affairs Department, and the interested party is informed about this fact in writing;
 9. A student (or another person referred) has the right to apply for reconsideration of the case to the rector **within 7 working days** from the date of receiving the decision made by the Head of the Student Affairs Department on terminating accommodation.
 10. A student (or other person referred) who has lost the right to stay in a hall of residence is required to move out **within 7 days working days** from the date of receipt of the final decision on this matter.
 11. If a student does not leave a hall of residence within deadline, the manager evicts him/her in the presence of a commission, also during his/her absence, makes an inventory of his/her belongings and keeps them safe in the storage room. The belongings of the evicted student shall remain in the safekeeping of the hall manager for 6 months from the eviction date in the presence of a commission. If an evicted student fails to collect his/her belongings within the above-specified deadline and despite the unsuccessful written request to do so, results in a hand-over of these belonging to social welfare institutions or destruction in the presence of a commission. The Committee should include a representative of the Residents’ Council of a given hall of residence. In the absence of the Council, the commission should include a representative of the University Students’ Representative Council. In the periods without classes, when it is not possible to appoint a representative of the University Students’ Representative Council to the Committee, the Committee is composed of a representative of the Department of Student Affairs.

Granting accommodation in hall of residence

12. A student of the Wrocław University of Environmental and Life Sciences who resides in a hall of residence and wishes to apply for accommodation in the same hall of residence in the next academic year, submits a signed application registered in the USOSWeb system to the administration of a given hall from April 1 to May 15.
13. Priority in booking free rooms for the next academic year is given to:
 - a. current residents of a given hall of residents (students of the Wrocław University of Environmental and Life Sciences),
 - b. residents of other halls of residents.

14. An application for accommodation for the next academic year in a hall of residence referred to in point 12 is considered by the Commission of at least three people, including at least two representatives of the Residents' Council of a given hall of residence and its manager, taking particular account of applications submitted by disabled students. In the absence of the Residents' Council, the Committee consists of representatives of the University Students' Representative Council.
15. The proposed list of accommodation in a given hall of residence granted to students of the Wrocław University of Environmental and Life Sciences for the next academic year, signed by the Commission, should be submitted to the Department of Student Affairs **by May 25**. The list requires approval of the Head the Department of Student Affairs.
16. A student of the Wrocław University of Environmental and Life Sciences who resides in a hall of residence and wishes to apply for accommodation in different hall of residence in the next academic year, and a student of the Wrocław University of Environmental and Life Sciences who does not reside in a hall of residence submits a signed application registered in the USOSWeb system to the administration department of a given hall of residence or in the Department of Student Affairs from **April 1 to June 15**.
17. A student at another university files an application for accommodation with the administration department of any hall of residence or with the Department of Student Affairs (Attachment No. 1) from April 1 to June 10.
18. The halls managers submit applications from students referred to in points 16 and 17, to the Department of Student Affairs **by June 11**.
19. A student admitted to the first year of studies applies for accommodation in a hall of residence to the Department of Student Affairs **by August 10** (attachment as in point 17).
20. The application for accommodation in a hall of residence referred to in points 16 and 17 is considered by the Commission of at least three people, including members of the University Students' Representative Council and a representative of the Department of Student Affairs, taking particular account of applications submitted by disabled students.
21. Lists of students of higher years, whose applications were considered by the Commissions in halls of residence referred to in point 14 or by the Commission in the Department of Student Affairs referred to in point 20, having been approved by the Head of the Department of Student Affairs, are announced **by June 25** on the notice boards in halls of residence and on the university website (www.upwr.edu.pl), in the tab dedicated to information for students.
22. A student of the Wrocław University of Environmental and Life Sciences who has registered the application in the USOSWeb system can also check in this system whether he/she was granted accommodation.
23. Lists of first-year students admitted to the University, whose applications for accommodation were considered by the Commission composed as referred to in point 20 and approved by the Head of the Department of Student Affairs, are announced by August 20 on notice boards in halls of residence, in the Department of Student Affairs and on the university website, in the tab dedicated to information for students. Disabled students are taken into account when such lists are made.
24. Applications for accommodation in a hall of residence (attachment as in point 17) submitted **after June 11** (students of higher years) and **after August 10** (first-year students admitted to the University) will be considered by the Committee referred to in point 20 **in September**, and approved by the Head of the Department of Student Affairs. Lists of students to whom accommodation has been granted is announced on the

- university website, in the tab dedicated to information for students. Disabled students are taken into account when such lists are made.
25. Applications (according to template mentioned in point 17) submitted during the academic year are considered by the Head of the Department of Student Affairs on an ongoing basis.
 26. Accommodation for the next academic year will not be granted to a student (or another person referred) who is behind with payment for accommodation, has not done community service for the hall in the previous academic year or breached the Hall of Residents Regulations of the Wrocław University of Environmental and Life Sciences.
 27. A student (or another person referred) has the right to apply for reconsideration of the case to the Vice-Rector for Student Affairs and Education.

Granting accommodation to single parents and married students

28. The number of rooms for single parents and married students is determined by the Vice-Rector for Student Affairs and Education.
29. Married students or a student applying for a room for a single parent with a child file an application for the next academic year with the Department of Student Affairs **from April 1 to June 10** (Attachment No. 2).
30. Applications referred to in point 29 are considered by the Commission composed as referred to in point 20.
31. List of students whose applications for accommodation have been accepted and approved by the Head of the Department of Student Affairs is announced **by June 25** on notice boards in the Department of Student Affairs and in the “Labirynt” Hall of Residence. Applications for a room for a single parent or for married student housing submitted **after June 10** will be considered **in September** by the Commission composed as referred in point 18 and approved by the Head of Department of Student Affairs.
32. Applications filed during the academic year will be considered on a regular basis by the Head of Department of Student Affairs.
33. A student (or another person referred) has the right to apply for reconsideration of the case to the Rector (granting a room for a single parent or married student housing).

Granting accommodation during summer holidays, i.e. from July 1 to September 30

34. A student of the Wrocław University of Environmental and Life Sciences is accommodated in a hall of residence during the internship in Wrocław based on a list submitted by the relevant dean’s office **by May 20** to the Department of Student Affairs.
35. A student may be accommodated in a hall of residence during summer holidays, having previously applied for room reservation and having received a referral to a hall of residence from the Department of Student Affairs.
36. People other than those mentioned in points 31 and 32 may be accommodated in a hall of residence during summer holidays, having previously booked a room and based on a referral to a hall of residence from the Department of Student Affairs.
37. Students whose accommodation was terminated in ending academic year for breaching the “Halls of Residence Regulations” will not be accommodated in halls during summer holidays.
38. During summer holidays a holiday price list shall apply.

Deposits

39. A student (or another person referred) who has been granted accommodation in a hall of residence required to pay a deposit.
40. The deposit is intended to cover the costs of damage or loss of devices and equipment made available in common space and/or in a room/module for reasons beyond the University's control and not caused by force majeure. Its purpose is also to (i) secure the costs of early cancellation of room reservation or (ii) cover the costs of maintaining the room after a student was removed from the list of students or after accommodation in a hall of residence was terminated.
41. The deposit amount is determined by the Vice-Rector for Student Affairs and Education in consultation with the University Students' Representative Council. The deposit amount is announced on notice boards in halls of residence, in the Department of Student Affairs and on the university website, in the tab dedicated to information for students.
 - a) for the next academic year: **by May 20**,
 - b) for the holiday period: **by June 25**.
42. The deposit is paid by bank transfer to the University account and collected there.
43. A student who was granted accommodation for the new academic year pays the deposit **by August 31** (the date of the crediting of the university's bank account is what counts).
44. A student whose deposit **has not been credited to the right bank account by 31 August** is removed from the list of individuals who were granted accommodation for the new academic year. The vacant accommodation will be granted to another student (or another person) who has or will apply in this matter.
45. The deposit is not refundable if a student (or another referred person):
 - 1) resigns in writing from accommodation granted for the new academic year after September 10;
 - 2) does not move into a hall of residence within seven days from the beginning of the academic year;
 - 3) has been deprived of the right to stay in a hall of residence;
 - 4) was removed from the list of students;
 - 5) has failed to comply with formalities related to the eviction under § 7 of the "Halls of Residence Regulations";
 - 6) moves into a hall of residence during the academic year and moves out before the beginning of the summer exam session; an exception is made for students (or other persons) who declared in their applications for accommodation that they would move out before the beginning of summer exam session;
 - 7) moves out from a hall of residence before the beginning of the summer exam session, except for:
 - a) graduates of first-cycle studies and last year's students of Veterinary Medicine who finished taking classes in the last semester,
 - b) students going to study abroad under EU student exchange programmes,
 - c) students going to study in Poland under the MOSTAR student exchange programme,
 - d) Erasmus participants who provide the document "Transcript of Records" to a hall of residence as proof of receiving a credit for a semester or year,
 - e) students serving an internship during the academic year,
 - f) students going on a sick leave during the academic year,

- g) students moving out of a hall of residence due to an increase in fee for accommodation in a hall of residence during the academic year, unannounced before its beginning.
46. For important random reasons, the Vice-Rector for Student Affairs and Education may consent to the deposit return to individuals mentioned in point 45 (1) to (7), including exceptions listed in point 45 (6) (second sentence) and (7). The amount of the deposit to be returned is reduced by the amount of compensation for possible costs resulting from damage or loss of devices and equipment made available in common space or in a room/module for reasons beyond the control of the University and not caused by force majeure.
47. A student (or another referred) pays the deposit before accommodation within deadline specified by the University. When moving back to a hall of residence in a given academic year a student (or other person referred) pays the deposit once more.
48. When a student (or other person) moves out of a hall of residence, the entire deposit is paid back against receipt if no losses occurred for reasons mentioned in point 40, subject to point 45. In the event of losses, the deposit paid is reduced by the amount needed to cover such losses.

Final provisions

49. The Residents' Council is responsible for allocating rooms in a hall of residence in consultation with its manager, considering the applications of disabled students.
50. Administration department of a given hall of residence is responsible for the process of students moving in and out with participation and assistance of the Residents' Council.
51. Administration department of a given hall of residence issues a referral to a student (and another person) who was granted accommodation in a hall of residence in accordance with point 14; in other cases referrals are issued by the Department of Student Affairs.
52. A student who failed to get credits for the academic year is required to inform the administration department of a given hall of residence of this fact by October 15, and a student who failed to get credits for the winter semester – by March 15. If a student wishes to stay in a hall of residence, he/she must obtain a relevant consent referred to in point 7.
53. A first-year student admitted to the University is accommodated in a hall of residence the day before the "Introductory Day", and students of further years – the day before the beginning of the academic year, according to applicable prices for accommodation in a hall of residence in a given academic year.
54. A student may move to another hall of residence if it has vacancies, or if he/she finds a person willing to switch, having obtained approval from the Head of the Department of Student Affairs and arranging formalities.
55. Heads of halls of residence are required to provide the Department of Student Affairs with a list of vacancies and occupancy updates.
56. For economic reasons, if there are vacancies in halls of residence and there are no applicants, the manager of such a hall of residence has the right to transfer a resident/residents to another hall, thus allowing them to choose where they want to be accommodated. Students-residents may also occupy the room below strength but they have to pay for a vacant place according to the price set individually by the Vice-Rector for Student Affairs and Education, and file a relevant declaration of payment with the hall



manager.

57. Vacancies may be used by extramural students, students of other universities or other individuals.
58. Fees for accommodation in halls of residence, the deposit amount for a given academic year and summer holiday fees (i.e. from July 1 to September 30) are set by the Vice-Rector for Student Affairs and Education, in consultation with the University Students' Representative Council.
59. The price list for accommodation in halls of residence is announced on the notice boards in halls of residence, in the Department of Student Affairs and on the university website, in the tab dedicated to information for students:
 - for summer holiday period: **by June 25**,
 - for winter semester: **by September 25**,
 - for summer semester: **by January 31**, if prices change.

Attachments:

Attachment No. 1 – application for granting accommodation in a hall of residence

Attachment No. 2 – application for married student housing