Student Accommodation Regulations at the University of Wroclaw 

in the Academic Year of 2017-2018

Part A – General Provisions

1. The Student Accommodation Regulations are binding on all persons using student accommodation at the University of Wroclaw.

Part One - the Schedule of Accommodation Fees and Payments

2. The schedule of accommodation fees and payments due in the 2017-2018 academic year will be published between 3rd and 10th July 2017 at www.uni.wroc.pl/en/student-dorms/price-list/.

3. Accommodation fees must be paid by the 5th of each month. An accommodation fee is calculated for the period as specified in a referral for student accommodation, except for October 2017 (see Article 13).

4. Accommodation fees must be made only by a bank transfer payable to the bank account of the given residence hall (in accordance with the Regulation on Cashless Payments available in each residence hall and also at www.uni.wroc.pl/en/student-dorms/price-list/). The bank account number of the given residence hall will be published together with the list of students who have received a place in a University residence hall.

5. Residents pay an accommodation fee for the whole month regardless of the check-out day.

6. The full amount of a monthly accommodation fee is not charged in February and June (because the fall semester ends in February, and the spring semester ends in June). During these two months, an accommodation fee is calculated based on a daily rate.

7. In some justified cases, it is possible to pay an accommodation fee by cash at the cash desk of the residence hall administration. If residents pay by cash, an accommodation fee is increased by PLN 10
(calculated as handling costs) each time the payment is made by cash or by PLN 10 plus 8% VAT (for persons who are not students).

**Advance Payment**

8. After students receive a place in a University residence hall, they are required to pay **advance payment in the amount of PLN 200** directly to the bank account of the given residence hall **by 11th September 2017**. The students are required to present the confirmation of advance payment on the check-in day.

8.1 The bank account number for each individual residence hall and some additional information will be published together with the list of students who have received a place in a University residence hall.

8.2 If students fail to pay advance payment by the deadline mentioned above, it means that they have **declined the offer of accommodation**.

8.3 If the students make the advance payment and check into the given University residence hall, the advance payment will be put towards the first semester’s accommodation fees: in the subsequent months from October to December 2017.

8.4 The students who have made the advance payment and will fail to check into the specified University residence hall by 6th October 2017 **will not receive the advance payment back**.

**Security deposit**

9. Foreign, undergraduate and postgraduate students including PhD students (except for those who hold permanent residency in Poland) are required to pay security deposit in the amount of **PLN 600** by a bank transfer, payable to the bank account of the specified residence hall **before checking in**. They are required to present the confirmation of security deposit payment on the check-in day.

The bank account number for each residence hall and some additional information will be published together with the list of students who have received an offer of accommodation.

10. The security deposit for a single room is equal to the single room accommodation fee. Students who have received an offer of accommodation in a single room will have to pay the remaining amount by a bank transfer before they check in or by cash on the check-in day (see Article 7).

11. The foreign students who used the University student accommodation in the 2016-2017 academic year and failed to pay their accommodation fees in due time will have to pay the security deposit of **PLN 1200 before they check in**. The PLN 1200 security deposit must be paid by a bank transfer directly to the bank account of the given residence hall. Those students are required to present the confirmation of security deposit payment on the check-in day. The information that the security deposit of PLN 1200 must be paid will be published together the list of students who have received an offer of accommodation.
12. The security deposit is returnable on condition that residents submit an application form to the residence hall administration at least 10 days before they check out and also on condition that all formalities are completed, for example all the necessary payments are made, the room has been vacated, no damage has been caused to the property, the room has been cleaned, room keys has been returned, etc.

**Accommodation Fee for October 2017**

13. An accommodation fee for October 2017 must be made by a bank transfer payable to the bank account of the specified residence hall before a student checks in. The confirmation of accommodation fee payment must be presented on the check-in day.

The bank account numbers of all the University residence halls and some additional information will be published together with a list of students who have received an offer of accommodation.

**Checking in and checking out**

14. The University of Wrocław does not provide family rooms/modules nor coeducational rooms/modules.

15. Foreign students are accommodated in all the University residence halls.

16. Because the University residence halls are currently undergoing repairs, the University of Wrocław is unable to provide student accommodation suitable for the persons with physical disability needs.


18. Checking into or out of the University residence halls during the academic year (off the schedule) can be done on week days (from Monday to Friday) during the office hours of the residence hall administration. If there are any changes in the schedule of checking in or out, the residents will be notified 7 days in advance.

19. All students including PhD students who have received a place in a University residence hall must check in by **6th October 2017**. (This does not concern the persons mentioned in Article 20.) When checking in, students are required to present their identity cards or passports, student ID (if issued), the confirmation of advance payment, the confirmation of security deposit payment, and the confirmation of an accommodation fee payment for October. In case students fail to present even one of the required documents, they will not be allowed to check in.
20. Residents who have to participate in obligatory student internship/training (as specified in their study plan) outside of Wrocław need to check in soon after they have finished their obligatory student internship. The residents are required to pay an accommodation fee calculated from the check-in day after their return. In addition, the residents have to inform their residence hall administration about their out of city, obligatory student internship before **30th September 2017**.

21. Students who do not check into a residence hall by the deadline, that is by 6th October 2017, lose the right to use the University student accommodation. The students may reapply for the University student accommodation. Another deadline will be set and published at [www.uni.wroc.pl/en/student-dorms/english-version/](http://www.uni.wroc.pl/en/student-dorms/english-version/).

22. In some individual cases, the residence hall manager may decide if there are sufficient reasons for checking in at a later date.

23. The residence hall administration will verify the required information about the residents in USOS (the University Study Oriented System). If there is no sufficient information about a resident in USOS, they will be asked to present their student’s credit book and an original certification from the dean’s office (the faculty office) confirming that they are students of Wrocław University. If the resident fails to submit these documents, the accommodation fee will be calculated based on a temporary accommodation rate. They will lose the right to use the University student accommodation and will have to check out within 7 days.

24. Residents who are students/PhD students of other higher education institutions have to present their student’s credit book and an original certification from the dean’s office confirming their student status by **20th October 2017** and **15th March 2018** as appropriate. If they fail to submit these documents, the accommodation fee will be calculated based on a temporary accommodation rate. 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 University student accommodation**

25. Residents lose the right to use the University student accommodation when:

- losing the status of a student of Wrocław University,
- leaving the University of Wrocław and becoming a student of another higher education institution,
- becoming a part-time student,
- failing to pay an accommodation fee for more than one month,
- breaking the University Student Accommodation Regulations.

The residents who have lost the right to use the University student accommodation must both clear all the payments and check out within 7 days.

The resident who has lost the right to use the University student accommodation may reapply for the University student accommodation. In order to do so, firstly, they need to receive permission to live in a
residential hall from the vice-Rector for Student Affairs and, secondly, they are required to apply for the University student accommodation to the Student Service Office.

Changes in the resident’s study status (full-time/part-time studies, faculty, major/a field of specialisation)

26. If there are changes in the resident’s study status, for example leaving one faculty to study at another, taking up another major/ a field of specialisation, changing from full-time to part-time studies, the resident has to submit an application in which they request to continue using the University student accommodation to the Student Service Office. If this concerns a student/ PhD student of another higher education institution, they have to submit, firstly, an application to continue living in a residential hall and, secondly, an original certification from the dean’s office specifying the change to the Student Service Office (see Article 25).

Application for changing rooms in the residence hall

27. If residents would like to change their room in the same residence hall (or the same type of a residence hall, that is from Kredka to Ołówek or from Słowianka to Parawanowiec), they need to submit an application to the residence hall administration.

Application for changing a room to live in another residence hall

28. A resident may apply for changing a room to live in another residence hall after the fall semester has ended. The information on the application procedure will be published before the fall semester ends at www.uni.wroc.pl/en/student-dorms/english-version/.

Leaving for student’s exchange programme during the academic year

29. If a resident leaves for a student’s exchange programme within the UE programmes or other programmes during the academic year, they may continue living in the residential hall after their return. To do so, before checking out and leaving for the student’s exchange programme, the resident has to submit an application together with a certification confirming the resident’s participation in a student’s exchange programme to the residence hall administration. A place in a residence hall will be reserved for the following semester and will be granted after the resident completes the application procedure according to the regulations (in case the resident leaves for a student’s exchange programme in the spring semester, they should apply for a place in a University residence hall online during the application period for residents). This also applies to foreign students.
Foreign Students/ PhD students – participants of international student programmes

30. For organisational reasons, foreign students/ foreign PhD students who have been accepted to study at the University of Wrocław within the framework of an international student programme by the International Office, the English Language Centre, or the School for Polish Language and Culture for Foreigners have a place reserved at a University residence hall only for the first 14 days of the semester. After that, the University of Wrocław cannot assure a place in a University residential hall.

When checking in, a foreign student is required to present a passport, a student ID (if issued), the confirmation of security deposit payment, and the confirmation of accommodation fee payment for October 2017. If the student fails to present one of these documents, they will not be allowed to check into a University residential hall. In some justified cases, all the necessary payments can be made by cash at the check desk of residence hall administration (see Article 7).

31. A place at a residence hall is reserved from 30th September 2017 regardless of the arrival date. The accommodation fee is charged for the whole month.

32. In case a student checks into a University residence hall before the semester starts, an accommodation fee is calculated based on a daily rate as follows:

- before the fall semester starts, according to the pricelist effective as for the holiday period,
- before the spring semester starts, according to the pricelist effective as for persons who are not students.

An accommodation fee according to the pricelist for students is effective from the beginning of the semester.

33. Students/ PhD students who participate in a 2-week intensive preparation course pay an accommodation fee according to the pricelist for students only if they check into a residence hall 2 days before the 2-week intensive preparation course begins.

34. In case a resident needs to extend their stay at the university for study reasons and thus at the residential hall, they need to submit an application confirmed by the International Office. It must be submitted to the residence hall administration at least 7 working days before the end of the semester. An accommodation fee is calculated based on a daily or monthly rate according to the pricelist for students.

35. After the obligatory, study stay ends at the University of Wrocław, it is possible to extend the student’s stay at the residence hall only in well-founded situations and only after receiving the consent from the vice-Rector for Student Affairs. The resident is required to submit an application to the residence hall administration at least 7 working days before the end of the semester. An accommodation fee is calculated based on a daily rate according to the price list for the persons who are not students of Wrocław University.
36. Foreign students/ foreign PhD students - participants of international programmes - who are applying for a place at a residence hall during an ongoing semester need to submit an application to the Student Service Office. If the resident is a student of another higher education institution, they also need to submit an original certification from the dean’s office confirming that they are students/ PhD students.

**Application for a place at a University residence hall after the deadline**

37. After the first closing date, it will still be possible to apply for a place at a University residence hall. The application procedure will be published at [www.uni.wroc.pl/en/student-dorms/english-version/](http://www.uni.wroc.pl/en/student-dorms/english-version/).

38. These applications will be considered on condition that places are still available in the University residence halls. The students who have applied after the first closing date will receive a decision within 5 days. If positive, they will have to check into the given residence hall within 3 days from the date declared in their application. In case, the students need to check in at a later date, they have to inform the residence hall administration.

**Additional information**

39. In case there are more applications for the University student accommodation than available places in the University residence halls, the priority is given to full-time students and evening part-time students provided that they are in a difficult financial situation and commuting to the University everyday makes it impossible to study at the University of Wrocław, and on condition that they study a first major.

40. In some justified cases, the vice-Rector for Student Affairs may deny the University student accommodation.

41. Students/PhD students with disability needs applying for the University student accommodation are required to submit an application with justification and a document confirming their disability status, or other appropriate documentation, to the Student Service Office before checking in.

42. A person whose application for the University student accommodation has been rejected may appeal against this decision by reapplying to the Student Service Office. This will be considered provided that the student submits an application for accommodation together with an original copy of the online application.
43. All the information regarding these regulations as well as the application procedures will be disclosed on the residence hall bulletin boards and published at www.uni.wroc.pl/en/student-dorms/english-version/. In another form, only in justified cases and if a special, well-founded request is made.

Part Two

I. From 6th to 18th June 2017, online application after registering and logging into the website www.rejestracja.ds.uni.wroc.pl may be submitted by

students/ PhD students of Wrocław University and of other higher education institutions (including participants of the MOST programme and international programmes whose places have been reserved - see Part A, Article 29) who occupy a room in the University residence halls on 31st May 2017- except for those students who are mentioned in Article 1 below.

1. During this period, the residents who are in their final year of the study programmes listed below are not allowed to apply:
- (uniform) five-year study programme,
- two-year Master’s degree study programme,
- PhD study programme.

2. Residents when applying for the University student accommodation need to state which year they will be in in the 2017-2018 academic year.

3. Final-year students of the Bachelor’s degree study programme, who are currently using the University student accommodation and applying for the Master’s degree study programme, need to apply for a place in a residence hall online. In their application, they need to fill out the following information: the 1st year of Master’s degree programme, the faculty name, and their major in the 2017-2018 academic year.

4. Residents who would like to live in a different University residence hall in the 2017-2018 academic year need to fill out the name of their chosen residence hall in the right section in the application form.

5. The residents’ board or a special commission appointed by the manager of the residence hall decide on applications for changing the residence hall within the residence hall-change limit granted to the given residence hall.

6. The University student accommodation will be granted to residents who:
- are not late with their accommodation fees on the check-out date, or have received the permission from the vice-Rector for Student Affairs to pay their overdue payments at a later date. Having received the above-mentioned permission, they will be put on the list of students with reserved places in a residence hall on condition that they pay all the overdue payments on the check-in day at the latest,

- will be put on the list of students in the following academic year (except for the students who are on a dean’s leave).

7. Students/ PhD students whose names have not been confirmed by the manager of a University residence hall will not receive a place in a University residence hall. They may reapply for the use the University student accommodation according to the general rules.

8. The list of students who have received places in the University residence halls will be published at [www.uni.wroc.pl/en/student-dorms/english-version/](http://www.uni.wroc.pl/en/student-dorms/english-version/) between 21st and 28th August 2017 after all the applications have been verified and confirmed by the manager of a University residence hall.

9. In case of doubt, please refer to the manager of the given University residence hall or the person appointed on their behalf.

II. From 15th to 25th July 2017 online application after registering and logging into the website [www.rejestracja.ds.uni.wroc.pl](http://www.rejestracja.ds.uni.wroc.pl) may be submitted by

1. full-time students of Wrocław University and evening part-time students of the Wrocław University who have been accepted for a Bachelor’s degree study programme or have been accepted for a five-year Master’s degree study programme. In their application, students are required to fill out their PESEL number in the right section and must not fill out the number of their student’s credit book.

2. students/ PhD students who are not the first-year students and have chosen to complete a full-time study programme or an evening part-time study programme, and who did not use the University student accommodation in the 2016-2017 academic year.

*Persons submitting an online application for a place in a University residence hall fill out their net income calculated for one person in family for the year 2016 (calculated according to the Act on Family Benefit – the Journal of Laws from 28.11.2003, No. 228, item 2255 as amended). This does not concern students mentioned in Article 3, 4, and 5.*

*These persons do not submit documents that confirm their net income unless the vice-Rector for Student Affairs asks for documentation in individual cases.*

3. Students of international programmes accepted for a University Bachelor’s or Master’s degree study programme by the International Office within the framework of international programmes, for example ERASMUS +, CEEPUS, KIRKLAND, BILATERAL AGREEMENTS, ISEP.
Foreign students fill out the date of birth.

4. In case of students accepted for English language study programmes with full tuition fees, the International Office will provide information on the number of places to be reserved in the University residence halls on the basis of sent-in applications by 25th July 2017.

5. Students/ PhD students accepted for a University Bachelor’s or Master’s study programme within the framework of MOST are required to do the following:

- send a certification of the University Accreditation Commission stating that they are accepted for study programmes at the University of Wroclaw either by an email to rejestracja ds@uni.wroc.pl or by post to the following address: Student Service Office, pl. Uniwersytecki 1, Wroclaw,

- fill out the application with information on the faculty name, the chosen major, their student’s credit book number, and the name of a sending higher education institution.

The list of persons who have received a place in one of the University residence halls will be published at www.uni.wroc.pl/en/student-dorms/english-version/ between 21st and 28th August 2017 after verifying all submitted applications first.

III. From 22nd to 26th September 2017 online application after registering and logging into the website www.rejestracja.ds.uni.wroc.pl may be submitted by candidates who have applied to study a two-year Master’s degree study programme (full-time or evening part-time) as well as a PhD degree study programme at the University of Wroclaw (full-time or evening part-time).

If the person continues their studies at the University of Wroclaw, they need to fill out either their student’s credit book number or their PESEL number if their student’s credit book was not issued by the University of Wroclaw.

Persons submitting an online application for a place in a University residence hall fill out their net income calculated for one person in family for the year 2016 (calculated according to the Act on Family Benefit – the Journal of Laws from 28.11.2003, No. 228, item 2255 as amended).

These persons do not submit documents that confirm their net income unless the vice-Rector for Student Affairs asks for documentation in individual cases.

The list of persons who have received a place in one of the University residence halls will be published at www.uni.wroc.pl/en/student-dorms/english-version/ between 27th and 28th September 2017 after verifying all submitted applications first.
IV. Students of the English Language Centre/ the School for the Polish Language and Culture for Foreigners at the University of Wrocław submit their applications for the use of the University student accommodation to these respective University institutions. Both the Centre and the School will then submit the list of their students’ applications to the Student Service Office by the agreed deadlines. These lists will confirm the names of students who have enrolled on their courses.

V. Students of Wrocław University accepted for degree-seeking study programmes on the basis of the decision granted by the vice-Rector for Teaching within the framework of the Polish Government Scholarship, the Study in Wrocław programme (the Teraz Wrocław project) and other programmes submit their applications for the use of the University student accommodation to the Department for Teaching. The Department for Teaching will transfer the lists of students together with the submitted applications to the Student Service Office by 25th July 2017. These lists confirm the names of students who have been enrolled in a degree-seeking programme.

VI. Persons who are students of other higher education institutions studying within the framework of international programmes may be allowed to use the University student accommodation if they submit recommendation issued by their host institution and if there are places available in the University residence halls.

VII. In case there are places still available in the University residence halls after all the students who have applied for the University student accommodation check in, a new deadline for submitting an online application will be set for students of Wrocław University and of other Wrocław’s higher education institutions.

VIII. Final Provisions.

The Rector of the Wrocław University or the persons acting on his behalf reserve the right to interpret all the provisions of these Student Accommodation Regulations at the University of Wrocław.