

Rules on the Functioning of Student Houses at Wrocław University of Science and Technology

General rules

§ 1

1. The Wrocław University of Science and Technology Student Houses are the property and the integral part of the University. Their residents have the right to use them only in accordance with the rules established by the University.
2. The student houses are a place of residence, study, work and recreation for eligible students, doctoral students, personal assistants of people with disabilities and, in the case of vacancies, also other persons.
3. Other persons should be understood in particular as:
 - 1) spouses and children of students/doctoral students who have obtained the right to reside in the student house;
 - 2) students of language courses organized by the University;
 - 3) students/doctoral students of other universities staying temporarily at Wrocław University of Science and Technology;
 - 4) students/doctoral students of other universities and post-secondary schools in Wrocław;
 - 5) persons who serve an internship or apprenticeship at Wrocław University of Science and Technology;
 - 6) in particularly justified cases – graduates and employees, who obtained the consent of the vice-rector for student affairs.
4. Residents of the student houses are obliged to read and comply with the documents *Rules on the Functioning of Student Houses at Wrocław University of Science and Technology* and *Regulations for Residents of Student Houses at Wrocław University of Science and Technology*, being an annex to this Internal Regulation, as well as with all decisions of the University authorities, regardless

of their form. The act of signing the contract by the resident is considered equivalent to an obligation to comply with them.

5. The community of student house residents is represented by the Residents' Council, which functions in accordance with the *Regulations of the Students' Union at Wrocław University of Science and Technology*.
6. The University's student houses may have guest rooms intended primarily for accommodating part-time students coming for on-campus learning sessions and other people. Such places are not allocated to students for a given accommodation period. The fees and booking conditions are specified in a Circular Letter.

Distribution of places in student houses

§ 2

- 1 Lists of places for accommodation in student houses for the subsequent accommodation period are prepared by a person designated by the vice-rector for student affairs. These lists are approved by the vice-rector for student affairs by 30 April.
- 2 The accommodation places are allocated to:
 - 1) students;
 - 2) candidates admitted to studies;
 - 3) students – accommodation with a spouse or a child;
 - 4) doctoral students;
 - 5) students and doctoral students – accommodation with a personal assistant to a person with a disability;
 - 6) foreign candidates admitted to studies;
 - 7) students coming to the University as part of student exchange programs;
 - 8) students of language courses organized by the University;
 - 9) participants of the Outstandingly Talented program at Wrocław University of Science and Technology;
 - 10) personal assistants to people with special needs (people with disabilities);

- 3 Additionally, some accommodation places remain in the reserve of the vice-rector for student affairs.
- 4 The accommodation places are classified as follows:
 - 1) student places – intended to accommodate students;
 - 2) doctoral places – intended to accommodate doctoral students;
 - 3) family places for students/doctoral students – intended primarily to accommodate a student/doctoral student with a spouse or child;
 - 4) single places – intended primarily to accommodate people with special needs, including people with disabilities who require independent accommodation or require accommodation in rooms accessible to people with disabilities;
 - 5) assistant places – places intended primarily to accommodate a person with special needs (person with a disability) with their personal assistant;
 - 6) family modules for doctoral students – places intended for doctoral students to live with their spouse or child.
- 5 The list referred to in section 2 is not closed and, depending on the needs of the University, may be expanded or modified by the vice-rector for student affairs.
- 6 Lists of students who were granted places in the student houses for the next academic year are approved by the vice-rector for student affairs by 30 June.
- 7 The lists referred to in section 6 are valid until the end of the move-in process for a given accommodation period, i.e. until the 4th day after the start of classes, except for the situations described in § 8 sec. 4. After this date, vacant places are classified only by their intended purpose, referred to in section 4.
- 8 Vacancies referred to in section 7 may be temporarily excluded from allocation or reserved for the accommodation of a specific group of people. The decision on exclusions from accommodation/reservations is made by the vice-rector for student affairs or, on his/her authority, by the director of the Student Housing Department.

Allocation of places in student houses

§ 3

1. Places for the future accommodation period are allocated to students and doctoral students of Wrocław University of Science and Technology in accordance with the Regulations of Benefits for Students and Doctoral Students at Wrocław University of Science and Technology.
2. In justified cases, the vice-rector for student affairs may announce an additional allocation of places in accordance with the general ranking-based allocation rules.
3. The decision on the use of places excluded from the allocation in a given accommodation period is made by the vice-rector for student affairs or, on his/her authority, by the director of the Student Housing Department.
4. Vacancies referred to in § 2 sec. 7, are allocated by the Department of Social Assistance for Students and Doctoral Students. The places are allocated upon a formal request for an individual allocation of a place in a student house. The request template is attached as Annex 3 to this Internal Regulation.

Assignment to the student house

§ 4

1. The organizational unit assigning places in student houses to a given group is obliged to submit to the Student Housing Department, no later than one week before the start of the move-in process, a list of people who have been granted a place within a given pool of places. The list is valid unchanged until the end of the main move-in process.
2. Each modification to the original list requires a separate formal letter sent from the organizational unit to the manager of the student house concerned. In the case of a "person for person" exchange, the details of the replaced person and of the replacing person should be provided in the formal letter prepared by an authorized employee.
3. The lists are sent in electronic form by authorized employees of the organizational unit assigning students or doctoral students. The form and template of such a list is attached as Annex 6 to this Internal Regulation. In the

case of places allocated in the USOS system, the list is a report from the USOS system.

4. The allocated places are valid until the 4th day after the start of classes in a given semester. After this deadline, unoccupied places will be reassigned to other people. The exception are foreign students who are assigned by the International Relations Office, the Admissions Department and the Department of Foreign Languages and who declare their arrival at a later date. Information about the arrival date, which cannot be later than on the 14th day from the start of the semester, must be provided by the end of the move-in process to the Student Housing Department by the assigning organizational unit.
In justified cases, the vice-rector for student affairs may consent to a request made by a person with special needs for an extension of the move-in period. Such a person should deliver the vice-rector's decision to the student house manager (optionally by e-mail) before the end of the main move-in process.
5. The fee for the reservation period, i.e. from the first day after the end of the move-in process until the day of check-in, is 50% of the fixed fee applicable in accordance with the price list published for a given period.
6. Starting on the 15th day after the beginning of the semester, places not used by foreign persons will be reallocated.
7. Accommodation within the available places in student houses after the beginning of the academic year is possible upon a written request for an individual place in a student house. The document template is attached as Annex 3 to this Internal Regulation, and should be submitted to the Department of Social Assistance for Students and Doctoral Students. The document is also available on the University's website.
8. The move-in period for the place assigned according to the principles specified in section 7 is 2 working days following the date of granting the place.

The move-in process

§ 5

1. The main process of moving in to student houses is based on:

- 1) the lists of candidates, students and doctoral students provided by the Department of Social Assistance for Students and Doctoral Students;
 - 2) lists of candidates, students and doctoral students granted accommodation by the vice-rector for student affairs as part of the vice-rector's reserve;
 - 3) lists of participants of the "Outstandingly Talented at Wrocław University of Science and Technology" program granted accommodation, provided by the Admissions Department;
 - 4) lists of foreign first-year students provided by the International Relations Office and the Admissions Department;
 - 5) lists of participants coming to the University as part of student exchange programs, provided by the unit granting accommodation;
 - 6) lists of participants of language courses organized by the University provided by the Department of Foreign Languages.
2. An additional move-in process, following the main move-in process, is based on:
- 1) consent to grant accommodation to an individual or a group issued by the vice-rector for student affairs;
 - 2) individual allocation of a place by the Department of Social Assistance for Students and Doctoral Students.
3. The move-in process for the period of the academic year begins on the working day preceding the fresher's days at Wrocław University of Science and Technology and ends on the 4th day after the start of classes. The fee is charged from the day of moving in. The decision on starting the move-in process on a different day is made by the vice-rector for student affairs.
4. When moving in, the accommodated person is obliged to submit:
- 1) an identity document or the mObywatel document;
 - 2) a receipt confirming the payment of the deposit (can be sent electronically to the student house manager);
 - 3) one photo for the purpose of issuing the resident card;
 - 4) in the case of minors, a statement from a parent or legal guardian;

and

- 5) to sign a contract for the use of the place, whereby:
 - a contract based on the collective list is concluded for the period from the day of moving in to the last day of the summer exam session;
 - a contract based on an individual assignment is concluded for the period specified in the assignment document;
 - in the case of students waiting to defend their diploma thesis, the contract may be extended, at the student's oral or written request, until 15 July;
 - the contract with students who completed their first-cycle studies in the winter semester and who want to continue accommodation and studies in second-cycle studies at Wrocław University of Science and Technology (i.e. studies that will start in the summer semester of the same academic year) is automatically extended to the original validity period, in the case when the student is granted admission to studies.
5. Templates of contracts for the use of a place in a student house and the statement from the parent or legal guardian are provided in Annexes 4a, 4b and 8 to this Internal Regulation.
6. Any comments regarding the condition of the room/module should be submitted by the resident in the form of a document (also via e-mail) to the student house manager within 5 days from moving in. The comments regarding the condition of the room should be documented with photographs.
7. The student house resident receives a resident card with a photo.
8. The University consents to the registration of the resident for a temporary stay in the student house for the period indicated in the concluded contract.

Termination of the contract and moving out

§ 6

1. A resident must move out if the contract on the use of a place in a student house expires or is terminated.
2. Before paying the fee for the last period of residence, the resident should notify the student house manager of the planned move-out date.

3. The resident is obliged to report the occupied room to the student house manager for move-out inspection.
4. The student house manager, based on the cost calculation, determines the value of any damage that may be deducted from the deposit.
5. If the resident does not accept the scope of deduction from the deposit calculated by the student house manager, the value of damage is determined by the commission composed of: the student house manager and a student representative delegated by the Residents' Council. The commission prepares a written report.
6. Disputes are resolved by the director of the Student Housing Department.
7. Prior to moving out, the resident is obliged to:
 - 1) settle the student house fees due;
 - 2) restore the living and sanitary, as well as the technical condition of the occupied space to the original condition.
8. The accommodation contract:
 - 1) ends before its effective date at the resident's request by agreement of the parties or after the termination of the contract upon the expiry of the deadlines specified in the contract;
 - 2) expires if the resident loses entitlement to accommodation;
 - 3) expires as a result of termination without notice (including under disciplinary procedure).
9. The entitlement to accommodation may be lost due to the loss of the student/doctoral student status.
10. If a student or doctoral student has lost the student/doctoral student status, they lose the right to a place in the student house, and their contract expires at the latest at the end of the month in which they lost the student/doctoral student status.
11. Persons referred to in section 10 may apply for permission to continue accommodation. The application, addressed to the vice-rector for student affairs, should be sent by e-mail to the student house manager within 7 days of receiving information about the expiration. The student house manager

forwards the application along with their opinion to the vice-rector for student affairs.

12. The contract may be terminated without the notice period if:
 - 1) the resident is in arrears with the payment for a period of 1 month – the resident is evicted within 14 days of receiving information about the termination of the contract;
 - 2) under disciplinary procedure:
 - a) if the resident has violated the *Regulations for Residents of Student Houses at Wrocław University of Science and Technology*, the *Regulations on Student Computer Networks at Wrocław University of Science and Technology* or the Contract for the use of a place in a student house – the resident is evicted within 7 days of receiving the information about the termination of the contract;
 - b) if the resident causes an event that endangers the life or health of many people, or property to a significant extent – immediate eviction.
13. The contract must be terminated in writing and in compliance with the conditions specified in the contract.
14. The resident has the right to object to the termination of the contract under disciplinary procedure to the director of the Student Housing Department. The objection should be submitted within 2 days of receiving information about the termination of the contract, in writing, through the student house manager.
15. Objection to the immediate termination of the contract referred to in section 13 point 2 letter b, does not suspend the eviction process.
16. Termination of the contract by mutual consent of the parties requires the approval of the director of the Student Housing Department.

Rules for calculating and collecting fees

§ 7

1. Before accepting applications for a place in a student house, the vice-rector for student affairs defines in a Circular Letter the amount of fees for the use of student houses for the next academic year.
2. A person accommodated in a student house pays the accommodation fee in accordance with the signed contract.
3. In the case of family and doctoral places, the fee is calculated per room/module regardless of the number of residents.
4. The fee for an incomplete month of accommodation is calculated on the basis of a daily rate being 1/30 of the monthly fee.
5. Persons referred to in § 6 sec. 10 cover additional costs provided for in the price list starting from the month following the month when they lost their student status until the day of moving out.
6. Fees for the place in the student house are paid only to the bank account indicated in the contract.
7. The fee for the place in the student house is payable in advance for a given month, by the 15th day of the month (as evidenced by the date of money transfer to the receiving bank account). Persons who sign the contract after the 15th day of the month have a payment deadline set at the end of the month in which they moved in. The exception is September, for which the payment deadline is 15 October.
8. People accommodated in the student houses are entitled to use computer network. The conditions for using the network are specified in the *Regulations on Student Computer Networks*, which are an annex to this Internal Regulation. The fee for using the Internet is included in the monthly fee for the student house.

Deposit and rules of its settlement

§ 8

1. Persons who have been assigned places in student houses for the next accommodation period are obliged to pay a new deposit within 3 working days from the date of receiving information about being granted a place in the

student house. The deposit from the previous academic year cannot be counted as the new deposit. The deposit must be paid within the above deadline with the following payment title: Deposit, name and surname, number of student house assigned to the student and student book number. If payment is not made on time, the student will be removed from the list of allocated places. The unallocated places remain at the disposal of the vice-rector for student affairs.

2. Persons who were assigned places in student houses after 30 June are obliged to pay a deposit no later than by the 3rd working day from the date of receiving information about the assignment.
3. Persons who were assigned places in student houses from the pool of the International Relations Office are obliged to pay a deposit within a specified deadline. The deadline for paying the deposit should be specified by agreement between the University units.
4. The deposit helps ensure that the place is used by the resident, and after the move-in and the move-out processes, it becomes a security measure ensuring compensation for any damage and payment of outstanding fees.
5. The deposit may be refunded after submitting a written resignation from the allocated place by 5 September. The resignation should be sent to the Student Housing Department at the following e-mail address: dds@pwr.edu.pl
6. If the student does not move in by the scheduled date, the deposit is forfeited to the University. In special justified cases, the deposit may be returned at the student's request based on the decision of the director of the Student Housing Department.
7. The amount of the deposit in subsequent years will be announced together with the list of accommodation fees and charges.
8. The deposit is paid to an individual bank account of the Student Housing Department.
9. The value of the damage and the responsible persons are identified by the student house manager, after hearing the opinion of the Residents' Council, on the basis of a valuation made by an authorized employee of the Student Housing Department.

10. If it is not possible to identify the perpetrator, the residents of the relevant room/module/floor/student house are jointly and severally liable for damage to common rooms.
11. At the request of interested parties, the student house manager prepares a written report specifying liability for the damage.
12. Disputes are resolved by the director of the Student Housing Department.
13. After the end of the contract period, the deposit – after making appropriate settlements, including offsetting arrears and damage – is returned to the resident's bank account, without interest. The deposit is returned immediately after the student sends the following information to the e-mail address of the manager of their student house: name, surname, student book number, registered address and bank account number of the student. At the resident's request, the deposit may be included in the fee for the last month of residence. In the case of foreigners, the amount of the returned deposit will be reduced by the cost of the bank transfer. If the refunded amount is lower than the cost of making the transfer, the student is obliged to indicate the bank account kept in Poland.

Money transfer costs due to incorrect data provided by the resident reduce the value of the deposit.

Accommodation during summer vacation

§ 9

1. During the summer vacation period, persons who are not entitled to accommodation for a period longer than 9 months have the right to apply for accommodation in student houses in accordance with the rules and within the deadlines specified in the Circular Letter.
2. During the summer vacation period, the accommodation rates are calculated in accordance with the vacation price list announced by the vice-rector for student affairs.
3. Students who live in student houses during the academic year and who declare a stay during the vacation period must, as a condition to being accommodated

during this period, settle the amounts due for living in the student house during the academic year.

4. Students entitled to live in a student house for a period longer than 9 months pay a fee in accordance with the price list applicable in a given academic year. These students include:
 - students and doctoral students accommodated in family accommodation with a promise for the next academic year or with the individual consent of the vice-rector for student affairs (in the case of planned renovation works, these families may be relocated to alternative accommodation for the vacation period).
5. Re-accommodation during the vacation may be based on the vacation price list. Accommodation during the vacation period does not require the signing of a contract.
6. The following persons are accommodated with a priority during the vacation period:
 - 1) students whose presence during the vacation is necessary for life-related reasons;
 - 2) students working for the University during the summer vacation;
 - 3) foreign students;
 - 4) students participating in internships and apprenticeships provided for in the curriculum;
 - 5) students participating in retake courses during the vacation;
 - 6) students participating in internships and apprenticeships not provided for in the curriculum;
 - 7) other students.

Use of places in student houses

§ 10

1. The director of the Student Housing Department is responsible for preparing places for accommodation.

2. The student house manager is responsible for the accommodation of students sent to the student house in accordance with the number of residents planned per each room.
3. The lending, rental or leasing of premises, areas and property of student houses is carried out in accordance with applicable regulations.

Disciplinary rights and obligations of the student house manager

§ 11

1. In the event of a behaviour violating the resident's code of conduct or violating the regulations in force at the University, in particular the *Regulations for Residents of Student Houses at Wrocław University of Science and Technology*, the student house manager has the right and obligation to take appropriate action, including:
 - 1) to warn a resident;
 - 2) to give orders on matters related to public safety and order on the premises of the student house;
 - 3) to provide the dean with an opinion about an inappropriate behaviour of a resident;
 - 4) to terminate a contract for the use of a place in the student house;
 - 5) to submit a request to the rector to hold a student accountable for discipline violation.
2. The actions listed in section 1 may be taken together.
3. If a resident's behaviour is disruptive to other residents, the student house manager is obliged to take appropriate action to prevent further violations of order.
4. In the event when a resident habitually violates the regulations of the student house, the manager, in consultation with the director of the Student Housing Department, has the right to deprive the resident of the right to a place in the student house in the following years. The length of this deprivation period is decided by the director of the Student Housing Department.

5. The student house manager, as a person responsible for ensuring proper living conditions for residents, is entitled to:
 - 1) conclude contracts with residents for the use of a place in the student house, based on appropriate powers of attorney;
 - 2) give orders to residents on matters of order;
 - 3) relocate the student to another room;
 - 4) use disciplinary sanctions (warnings, admonitions) against student house residents violating the provisions of these Rules;
 - 5) terminate a contract for the use of a place in the student house;
 - 6) submit an application for punishment by the Disciplinary Commission for Students;
 - 7) inspect items carried into the student house.

People with special needs, including people with disabilities

§ 12

1. The University provides people with special needs, including people with disabilities, conditions for full participation in the life of the University and the academic community, including student houses. The unit responsible for supporting and coordinating activities for people with special needs, including people with disabilities, is the Department of Accessibility and Support for People with Disabilities (further: "DDO").
2. A person with special needs, including a person with a disability, if justified by their special needs, may apply for the rights referred to in the "Regulations on providing support to persons with special needs at Wrocław University of Science and Technology", including for accommodation as possible.
3. The Student Housing Department supports the implementation of the granted rights and services – in cooperation with DDO.
4. Applications from persons with special needs, including persons with disabilities, which describe their health condition are considered by DDO. Based on an opinion issued by DDO, the decision to grant a place is made by the vice-rector for student affairs.

Complaints

§ 13

After exhausting other possibilities specified in the regulations, residents may file a complaint against the decisions of the student house manager or the director of the Student Housing Department to the vice-rector for student affairs.

Final Provisions

§ 14

As regards student houses located in Jelenia Góra, Legnica and Wałbrzych, the powers of the Department of Social Assistance for Students and Doctoral Students and the director of the Department of Student Houses in the field of student houses are vested in the directors of the branches.

§ 15

The annexes to this document include:

- 1) Annex 1 – Regulations for residents of student houses at Wrocław University of Science and Technology;
- 2) Annex 2 – List of student houses at Wrocław University of Science and Technology;
- 3) Annex 3 – Template of request for an individual place in the student house;
- 4) Annex 4a – Contract template – version for student houses with charges for utilities;
- 5) Annex 4b – Contract template – version for student houses without charges for utilities;
- 6) Annex 5 – Regulations on Student Computer Networks at Wrocław University of Science and Technology;
- 7) Annex 6 – Template of the list of persons granted accommodation;
- 8) Annex 7 – Template of the resident's statement;
- 9) Annex No. 8 – Template of statement regarding minors.