

Item 123

**ORDINANCE NO 23  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 18 July 2014

**on the Introduction of the Regulations of Student Dormitories  
of the University of Warsaw**

Pursuant to § 35 of the Statutes of the University of Warsaw (uniform text, UW Monitor, 2012 No 3A, item 76 as amended), it is hereby ordered as follows:

**§ 1**

The Regulations of Student Dormitories of the University of Warsaw, annexed to this Ordinance, is hereby introduced.

**§ 2**

The Ordinance shall become effective upon signing.

**§ 3**

Ordinance No. 30 of the Rector of the University of Warsaw on the Introduction of the Regulations of Student Dormitories of the University of Warsaw (uniform text published in UW Monitor, 2012 No.7B, item 223 as amended) is hereby repealed.

Rector of the University of Warsaw *M. Pałys*

**THE REGULATIONS  
OF STUDENT DORMITORIES OF THE UNIVERSITY OF WARSAW**

**Chapter I**

**General provisions**

**§ 1**

Student dormitories form an integral part of the University of Warsaw. They are property of the University of Warsaw and should be the subject of special protection and care from their residents.

**§ 2**

The basic function of student dormitories is to provide accommodation to the entitled students of the University of Warsaw.

**§ 3**

A student dormitory is run by a dormitory manager, who is responsible for its functioning. The student dormitory manager reports to the Chancellor and the head of the Social Affairs Office. In the field related to the accommodation of students, payment for student housing and rules for the use of dormitories, the student dormitory manager reports to the Vice Rector competent for student affairs, hereinafter called "the Vice Rector."

**§ 4**

The Vice Rector, after consulting the competent Student Government body, in a bulletin put on the website of the Social Affairs Office (hereinafter called "the SAO") no later than by the end of May, determines the deadlines for the filing of applications for student housing, the processing of the applications, and the quartering of students in a given academic year. In special circumstances, the details of the bulletin may be changed.

**§ 5**

The residents of a dormitory evaluate its functioning at least once a year. The evaluation regarding in particular the performance of the dormitory manager, the dormitory staff and the resident council, as well as the observance of the present Regulations of Student Dormitories is conducted by the competent Student Government body. The evaluation report is submitted to the Vice Rector and the Chancellor, as well as posted on the website of the SAO

**§ 6**

The SAO submits a report on the use of dormitory accommodation to the Vice Rector every year, no later than by the end of January. The scope of the report is determined by the Vice Rector no later than by the end of November.

**Chapter II**  
**The rights and obligations of the dormitory manager**

**§ 7**

Duties of the dormitory manager include in particular:

- a) performing tasks related to meeting the housing needs of the resident students;
- b) care of the proper technical condition of the dormitory and keeping its book;
- c) conducting financial management within the tasks assigned by the Rector;
- d) collaboration with the council of residents;
- e) supervising the observance of the present Regulations.

**§ 8**

The dormitory manager, on the consent of the Chancellor and the Vice Rector, may allocate part of the rooms available in the dormitory for hotel use. The rules of quartering guests in these rooms and paying for them are determined by the dormitory manager in consultation with the Chancellor.

**§ 9**

The dormitory manager may prohibit admission to the dormitory to persons who have previously violated the provisions of the present Regulations pertaining to the issues of safety and order.

**§ 10**

1. The dormitory manager or an authorized worker of the hall administration and the council of residents shall have the right to enter any room or dwelling unit.

2. Residents shall be notified about an inspection for maintenance or refurbishing purposes in person or by a proper notice placed on the notice board two days in advance.

3. Inspections without prior notification of the interested residents may be performed in the event that:

- a. there is a reasonable suspicion that an activity posing a threat to human life or health or violating the law is being conducted in the rooms;
- b. there is a reasonable suspicion of a serious infringement of the provisions of the present Regulations;
- c. there has been a damage which requires immediate repair.

4. Inspections carried out in the absence of the interested residents shall be performed by a commission, appointed by the dormitory manager in consultation with the council of residents and consisting of three persons, including one resident. An inspection protocol is made, identifying the members of the commission and stating the reason for the inspection as well as its result. The inspection protocol should be immediately presented to the dormitory residents.

**Councils of residents**

**§ 11**

1. The council of residents shall represent all residents of the student and carry out these tasks on their behalf:

- a) co-manage the dormitory;

- b) organize social life in the dormitory;
- c) express opinions and comments and makes suggestions to the dormitory manager about the functioning of the dormitory;
- d) advise the dormitory manager on the matters of equipment, benefits to the residents, and the dormitory repair plan.

2. The rules for the election to the council of residents, its specific competences and operation principles are regulated by separate provisions.

## **§ 12**

The resident of a dormitory shall have the right to:

- a) participate in the formation of the agenda of the council of residents and its implementation;
- b) use the common rooms in accordance with the rules determined by the dormitory manager and the council of residents;
- c) file complaints about the conduct of the dormitory staff to the dormitory manager through the council of residents;
- d) file complaints about the conduct of the dormitory manager to the Vice Rector through the competent Student Government body, which notifies the Social Affairs Office about the complaint

## **§ 13**

The resident of a dormitory shall have the obligation to:

- a) observe the provisions of the present Regulations;
- b) comply with health and safety regulations;
- c) respect the property of the dormitory and its surroundings;
- d) timely pay for the accommodation;
- e) observe the resolutions of the council of residents;
- f) show the document confirming the right to reside in a dormitory upon the request of the dormitory's receptionists, members of the council of residents and the administrative staff..

## **Conflicts**

### **§ 14**

1. Disputes between the residents of the dormitory or between the residents and the staff shall be resolved by mediation by the dormitory manager and a representative of the council of residents.

2. Disputes between the council of residents and the dormitory manager shall be resolved by mediation conducted by a mediator appointed by the Centre for Dispute and Conflict Resolution affiliated at the Department of Law and Administration.

## **The award of accommodation**

### **§ 15**

1. The student may apply for residence at a dormitory for the period of nine months, extendable to the period of summer vacation and the re-sit exam session, provided that s/he will have the student status at the moment of taking up residence.

2. Priority in obtaining residence at a dormitory shall be given to students whose daily commute to the University would preclude or greatly hinder studying and who are in a difficult financial situation.

3. The difficulty of the student's financial situation is established based on the criteria stipulated in the Regulations for the determination of the amount, award and payment of financial aid to students of the University of Warsaw, as well as in the annexes hereto. The inconvenience of the commute is determined on the basis of the distance between the place of residence of the student and the University by means of actual traffic routes.

4. The basic criteria taken into account while awarding residence at a dormitory are the net income per family member and the distance from the place of residence. The rules for the conversion of the income and distance into points as well as the additional criteria affecting the allotment of residence according to the student's preferences are listed in Annex 1 to the present Regulations.

5. Students applying for residence at a dormitory after the 5<sup>th</sup> of October do not have to complete a statement of income or document their financial situation.

6. A student residing permanently in Warsaw may be granted accommodation in a dormitory in compliance with the deadlines set in the bulletin referred to in § 4, provided there are vacancies.

7. A student from another institution of higher education may be granted accommodation in a dormitory by the SAO in compliance with the deadlines set in the bulletin referred to in § 4, provided there are vacancies.

## **§ 16**

1. A proposal for the division of places in the dormitories into pools allotted to different university offices shall be prepared by the SAO in consultation with a competent Student Government body and presented to the Vice rector no later than by the end of April. The final division of places shall be determined by the Vice Rector no later than by the end of May.

2. The places not used by the competent offices shall be handed over to the SAO on the 5<sup>th</sup> of October, except for those remaining at the disposal of the Office for Persons with Disabilities (OPD).

## **§ 17**

1. Accommodation at student dormitories is handled by the following offices:

- a) For students applying for places from the general pool – the SAO;
- b) For students with disabilities – the Quartering Committee of the OPD;
- c) For foreign students on short term exchange programmes – the International Relations Office;
- d) For doctoral students – the Office for Doctoral and Post-qualification Education in consultation with a competent body of the Doctoral Students' Government.

2. After the 5<sup>th</sup> of October the verification of applications and the granting of dormitory accommodation to the persons referred to in § 17 section 1 letters a, c, and d shall be the responsibility of the SAO.

## **§ 18**

The criteria for the award of accommodation to persons mentioned in § 17 section 1 letters a, b, d are provided by the present Regulations. The criteria for the award of accommodation to persons mentioned in § 17 section 1 letter c are determined by the head of the International Relations Office.

### **Accommodation for the academic year**

#### **§ 19**

1. Accommodation at a dormitory is granted upon the student's application, made on a special form generated from the USOSweb, printed, signed and filed with the competent scholarship committee, appointed on the terms specified in the Regulations for awarding, paying out and determining the amount of financial aid for students of the University of Warsaw. The application must be accompanied with documentation confirming the student's material situation, the distance from the student's place of residents to the University and the fact of meeting some additional criteria.

2. In justified cases, students may apply for an additional place in a dormitory for their spouse or child.

3. The student may apply for only place from the pool to which s/he is entitled.

4. Applications for dormitory accommodation are to be filed by the deadlines determined in the bulletin referred to in § 4.

5. In the application, the student indicates the dormitories where s/he would like to be granted accommodation. The student may also list the dormitories where s/he would not like to be accommodated, which is equivalent to a resignation from applying for a place in those dormitories.

6. The scholarship committee verifies each application filed by the deadline determined in the bulletin mentioned in § 4 and prepares it for processing. In the event the application is incomplete, the committee advises the student to supplement it under pain of rejection.

7. If no committee has been appointed, the preparation of student application for processing shall be the responsibility of an administrative employee named by the head of the organisational unit.

8. The competent office shall grant accommodation to the student, according to his/her preferences where possible, by the deadline specified in the bulletin mentioned in § 4.

9. The information about the award or the refusal to award dormitory accommodation is given to the applying student via the USOSweb.

10. The student who has been granted dormitory accommodation may give it up before quartering. In such case, the vacated place is put back in the appropriate pool.

11. The student who has been refused dormitory accommodation may re-apply via the USOSweb during the subsequent round of student housing applications.

12. Students can swap their dormitory allocations through the SAO upon the consent of competent dormitory managers.

### **Students with disabilities**

## **§ 20**

1. Dormitory accommodation adjusted to the needs of the disabled shall be granted by the Quartering Committee of the OPD, appointed by the head of the OPD. The Committee is made up of two representatives of the Student Government, including a representative of the disabled students and two administrative employees of the OPD. The Committee's chairperson is elected from among its members.

2. A student can apply for accommodation from the pool administered by the OPD if his/her medical condition requires other accommodation than the standard type available within the general pool of allocations.

3. The student files a printed and signed application with the Quartering Committee of the OPD, attaching to it relevant medical documentation unless it has already been submitted to the OPD.

4. After considering all the applications, the Quartering Committee of the OPD awards dormitory accommodation and sends the list of persons granted accommodation to the SAO by the 15<sup>th</sup> of September.

5. The University of Warsaw does not provide accommodation or assistance in everyday matters to the guardians of disabled students.

## **Doctoral students**

### **§ 21**

1. The award of university accommodation to doctoral students shall be done in accordance with the provisions of the present Regulations, except that the material situation of doctoral students is assessed according to the Rules for awarding, paying and determining the amount of financial assistance for doctoral students of the University of Warsaw.

2. The deadlines for the filling and processing of applications is determined by the Office for Doctoral Studies and Post-Qualification Education in consultation with the Government of Doctoral Students and communicated to the Vice Rector and the SAO.

3. Dormitory accommodation is awarded based on an application, the specimen of which is appended as Annex 2 hereto. The application is to be filed with the competent body of the Government of Doctoral Students.

4. Lists of persons granted accommodation are sent to the SAO on a regular basis.

## **Foreign students**

### **§ 22**

1. The University of Warsaw shall provide dormitory accommodation to foreign students as well as participants of the one-year preparatory course of Polish offered by the Centre of Polish Language and Culture for Foreigners Polonicum, hereinafter called "Polonicum," whenever possible.

2. The award of dormitory places to foreign students is done in accordance with the provisions of the present Regulations, except that they are not required to fill in income statements or provide documentation of their material situation.

3. Foreign students admitted to the first year of studies and participants of the Polonicum course file their applications for dormitory accommodation with the SAO. Foreign student of higher years file their applications with the appropriate scholarship committee.

### **Accommodation for the summer vacation**

#### **§ 23**

1. A student may be housed in a student dormitory during the summer vacation on the same terms as during the academic year. Application for such accommodation extension must be filed with the dormitory manager no later than by the 31<sup>st</sup> of May.

2. Precedence in summer accommodation is given to the residents of a given dormitory.

3. An appeal against the negative decisions of the dormitory manager regarding summer accommodation is filed with the Vice Rector through the competent body of the Student Government.

4. Precedence in accommodation for the summer re-sit examination session is given to students who applied for it to the dormitory manager no later than on the last day of the regular summer exam session, enclosing a statement issued by the organisational unit running his/her studies confirming the fact of re-taking an exam in the re-sit session.

5. The period of summer accommodation shall last no longer than until the 15<sup>th</sup> of September, with the proviso that the students who have been granted a place in a given dormitory for the subsequent academic year shall not be evicted for the last two weeks of September.

#### **§ 24**

1. During the summer vacation student dormitories may be used as hotel accommodation.

2. The number of rooms at a dormitory to be used for hotel accommodation shall be determined by the dormitory manager after consulting the competent body of the Student Government, on the basis of the number of applications for summer accommodations granted to the residents, as well as the necessary repairs.

3. The price of the hotel rooms at a given dormitory during the summer vacation is determined by the dormitory manager in consultation with the Chancellor.

### **Chapter IV**

#### **Fees and quartering**

#### **§ 25**

1. At the request of the dormitory manager and in consultation with the competent body of the Student Government, the Vice Rector shall determine the amount of the fees payable for accommodation at a given dormitory in the upcoming academic year no later than by the end of June. In particularly justified cases the set amount of the fees may be changed.

2. Payments for dormitory accommodation shall be made by bank transfer to the individual bank account designated by the University.

3. The student shall pay a security deposit upon quartering. The deposit is refunded on vacating the accommodation either in cash or by bank transfer to the student's account, no later than within seven days after moving out.

4. Payment for dormitory accommodation shall be made by the 20<sup>th</sup> day of every month.

5. In case of delay in payment for the dormitory accommodation, statutory interest shall be charged. In special cases, justified by the student's difficult material situation, the dormitory manager may agree to extend the payment deadline as well as release the student from the obligation to pay interest.

## **§ 26**

1. The student who has been granted dormitory accommodation from the first day of the month shall be obliged to pay for the full month of accommodation even case of accommodation at a later date.

2. In case the award of accommodation took place later in the month, the student shall be obliged to pay for the accommodation from the day it was awarded to the end of the month in the amount determined according to the rules referred to in § 25 section 1.

3. The student who has been quartered in September shall pay the daily rate for each day of accommodation.

4. The minimum period of accommodation at a student dormitory during the academic year is 14 days.

5. In case of accommodation for a period shorter than 14 days, the student shall be charged hotel rates applicable to a given dormitory.

6. If a student has failed to make one monthly payment, s/he may be evicted by the dormitory manager.

7. If the foreign student who has been granted dormitory accommodation from the pool of places administered by the International Relations Office fails to make one monthly payment, the dormitory manager shall immediately report this fact in writing to the International Relations Office, which will inform the parent university of the student about the arrears s/he has in accommodation payment.

## **§ 27**

1. The student who has been awarded dormitory accommodation should move in by the deadlines specified in the bulletin referred to in § 4. Students who have been granted accommodation after the 5<sup>th</sup> of October should move in within two days from receiving the decision. After these deadlines, the student shall lose the allocated accommodation. This does not exclude his/her right to obtain a place at a dormitory again, in accordance with the present Regulations.

2. The room for accommodation shall be assigned to the student by the dormitory manager of a dormitory worker. The student may appeal against the allocation to the council of residents. The council's residence shall be final.

3. A student who cannot move in within by the period stipulated in section 1 due to student training or other valid reasons shall be obliged to notify the dormitory

manager in writing, by facsimile or electronic mail by the 1<sup>st</sup> of October, specifying the planned date of moving in.

5. In the event the student fails to use the awarded place in a student dormitory and submit written information about it, the place shall be transferred back to the general pool.

6. Accommodation and moving out of students shall be registered by the dormitory staff in the USOS system.

### **§ 28**

1. When moving in, the student should do the following:

- a) collect a resident card, a room key or a magnetic entry card, bed sheets and household equipment;
- b) become acquainted with the present Regulations and assume the obligation to observe its provisions by signing it.

2. Also

- a) upon moving in, the room or dwelling unit should be ready for accommodation, i.e. in clean condition and furnished with working household equipment;
- b) the acceptance and return of the room or dwelling unit shall be confirmed in a survey report drawn in two copies.

### **§ 29**

1. If a student intends to move out at an earlier date than the one specified in the referral, s/he should report this fact to the dormitory manager no later than five days prior to the planned move out date. From the date of the notification, the student shall pay a daily accommodation rate for each day of dormitory accommodation. If no notification has been given, the student shall be charged an additional fee amounting to the sum of five daily dormitory rates.

2. If a student's roommate moves out at an earlier date than specified in the referral, the dormitory manager may quarter another student in the room instead or re-quarter the remaining student to another room within three days. In case of failure to change rooms within three days, the student shall pay a hotel rate for every day of the delay. If the date on which the student should change rooms falls on a day free of work, the re-quarterming becomes effective on the first work day after the date specified.

3. During an exam session, the re-quarterming referred to in section 2 may take place only upon the student's consent.

4. In justified cases, the dormitory manager may re-house students after having notified the council of residents. In such cases, the interested students shall be notified in writing.

5. The students referred to in section 4 should change rooms within three days. The provisions of section 2 shall apply accordingly.

6. The re-quarterming mentioned in sections 2 and 4 may only involve moving to a room for which the accommodation fee is no higher than for the previous room unless the student consents to moving to a room for which the accommodation fee is higher.

## **Chapter V**

### **Rules for using student accommodation**

### **§ 30**

Residents shall be obliged to leave their room keys at the reception desk. Room keys are issued only to persons carrying a valid residence card.

### **§ 31**

1. The night rest time shall be from 10 p.m. to 6 a.m. in all dormitories, unless the hall manager in consultation with the council of residents determines other hours temporarily.

2. All social gatherings in dormitory rooms shall be organised upon the consent of co-residents and shall respect the night rest period which is mandatory in a given dormitory.

3. The dormitory manager may grant permission to extend the duration of a social gathering at a written request of the student. In case of objections from the residents sharing the room or dwelling unit, the permission may be revoked.

4. During a regular exam session as well as a re-sit exam session, permissions to extend social gatherings shall not be granted.

### **§ 32**

The student shall be entitled to three nights of accommodation for a relative or a special person after receiving written consent of his/her co-residents and the dormitory manager or the council of residents. The rate for such accommodation shall be 10 PL payable by each additional person.

### **§ 33**

1. The student receiving guests shall be liable for them during their entire stay in the dormitory.

2. Each dormitory shall keep a guest book with information on their check in and check out times. Visitors are obliged to enter their personal data in the guest book and show their ID documents upon the receptionist's request.

3. A visitor who remains on the premises after 10 p.m. without the consent of the dormitory manager or the council of residents may be charged for accommodation at the rate applicable to a given dormitory. In such case, the rate is paid in cash.

### **§ 34**

1. The dorm resident shall be obliged to keep the room or dwelling unit as well as the common rooms in clean and orderly condition.

2. The dorm resident shall assume full liability for the property entrusted to him/her and shall be obligated to return it in unchanged condition with regard to both quantity and quality in the ordinary course. The residents are severely liable for the condition of their room or dwelling unit, including its furniture, the bed sheets received, the equipment and the appliances placed in the common rooms, and in the case of a damage whose perpetrator is impossible to determine – jointly in equal parts.

3. The appraisal of damage is done based on the actual repair or replacement cost. The decision regarding the repair or replacement shall be made by the dormitory manager, after notifying the council of residents.

4. In the event the payment for the damaged cost is impossible to enforce, the dormitory manager shall deduct the equivalent amount from the damage deposit paid by

the student. If the amount due exceeds the amount of the damage deposit, the student will be charged an additional fee, payable in cash.

5. Making changes to the furniture or essential changes to the décor of the room or dwelling unit requires a prior consent of the dormitory manager. This applies in particular to drilling holes in the walls, fitting own furniture, exchanging pieces of furniture between rooms, removing furniture from the rooms, painting walls, etc.

6. Before moving out, the resident shall be obliged to bring the room or dwelling unit to its original condition. The handover of the room is done by a commission of dormitory staff in the presence of the resident or a member of the council of residents authorised by the resident.

7. The resident shall be obligated to report any damage to the property of the dormitory caused by other residents to both the dormitory manager and the council of residents. Failure to report the damage shall result in becoming co-responsible financially for it.

### **§ 35**

1. Residents shall report any failure or malfunction in their rooms in writing at the reception desk.

2. Reporting a failure indicates consent for a third party entry into the room or dwelling unit, including in the absence of its residents.

3. Failure to report a malfunction that will result in damage to the furniture of the room or the infrastructure of the building shall make the student or students sharing a given room, dwelling unit or floor financially liable. The provision of § 34 section 4 shall apply accordingly.

### **§ 36**

The following shall be prohibited on the premises of a student dormitory:

- a) unauthorized change or replacement of locks and making copies of room and unit keys;
- b) smoking outside the designating areas;
- c) sale of tobacco and alcohol;
- d) possession, distribution, sale and consumption of drugs and intoxicants;
- e) gambling;
- f) possession of fire arms and pneumatic weapons;
- g) conducting business activity without consent of the council of residents, the dormitory manager and the Chancellor;
- h) storage of goods and merchandise whose type and amount may indicate commercial intent in the rooms or the common areas;
- i) use of gas cookers, electric heaters, and other high power equipment which does not constitute the property of the dormitory.

### **§ 37**

The electrical equipment constituting the property of the dormitory may only be used in the proper designated areas.

### **§ 38**

Animals may be kept on the dormitory premises only upon written consent of the dormitory manager and co-residents occupying the same room or dwelling unit.

### **§ 39**

1. The dormitory shall bear no liability for the private belongings of the residents.

2. In the event a resident moves out without notifying the dormitory administration, his/her belongings shall be itemised in writing and packed by a special commission, appointed by the dormitory manager or an authorised administrative worker. The resident's belongings shall be stored in a safe place until they are collected but no longer than for a year. A report on the liquidation activity shall be drawn.

3. In case the resident has arrears in accommodation payment, the belongings shall be collected only after the arrears are paid.

### **§ 40**

The announcements of the dormitory administration and the council of residents shall be put on the proper notice boards. In case there are foreign residents living in a given dorm, the English versions of the announcements shall also be put.

## **Chapter VI**

### **Loosing the accommodation allocation**

#### **§ 41**

1. A student shall loose the accommodation allocation if:

- a) The decision granting the accommodation is cancelled by the Vice Rector or the competent office;
- b) The student loses the student status, especially as a result of removal from the list of students;
- c) Suspension of student rights in course of explanatory or disciplinary proceedings;
- d) Removal from the list of residents by the dormitory manager in consultation with the council of residents due to gross misconduct against the Regulations. In the absence of the council's consent, the dormitory manager may transfer the case to the Vice Rector;
- e) Transfer of the accommodation allotment to another person, in which case both persons use their right to student accommodation;
- f) Drastic violation of the requirement to keep the room or dwelling unit in clean condition ascertained by a commission. In this case, the student shall receive a warning, and if the situation is not rectified, s/he shall loose the right to accommodation in a dormitory.
- g) Eviction from the dormitory due to the reasons mentioned in § 26 section 6.

2. The appropriate authorities shall immediately notify the dormitory manager of the facts mentioned in section 1 letters a, b and c.

3. The dormitory manager shall immediately notify the appropriate office of the facts mentioned in section 1 letters d, e and f.

4. The student may appeal against a decision made in connection with the facts listed in section 1 letter d, e and f. The appeal, with enclosed opinions of the dormitory manager and the council of residents, shall be made to the Vice Rector through the dormitory manager. The Vice Rector's decision shall be final.

5. In the cases referred to in section 1, the student shall leave the dormitory within three days.

6. In the cases mentioned in section 1 letters d and e, the student shall lose the right to apply for student accommodation in a given academic year.

7. The occurrence of the circumstances mentioned in section 1 letter f may constitute the grounds for a negative decision if the student applies for dormitory accommodation.

## **Chapter VII**

### **Final provisions**

#### **§ 42**

Decisions on the award of student accommodation made in compliance with the present Regulations shall not be subject to regulation by the Code of Administrative Procedure.

#### **§ 43**

The award of accommodation and quartering in dormitories shall be done in a manner respecting the regulation on personal data protection.

#### **§ 44**

In case of vindication of the receivables from the residents, the provisions of the Civil Code shall be applicable.

#### **§ 45**

In consultation with the council of residents the dormitory manager may introduce specific regulations of the dorm. The regulations and any amendment thereto shall be subject to approval by the Vice rector.

#### **§ 46**

Any amendments to the present Regulations of Student Dormitories shall be made after consulting the heads of the competent offices, dormitory managers, and the competent bodies of the Student Government and the Government of Doctoral Students.

### **Criteria for assigning accommodation in student dormitories**

1. The main criteria taken into consideration while assigning places in student dormitories are:

- a) The economic criterion, which can give the student between 0 and 75 points, where the number of points is assigned proportionately to income in such a way, that for a net household income of 0 PLN the student receives 75 points, while for the net monthly income of 1500 PLN and above the student receives 0 points.
- b) The distance criterion, which can give the student between 0 and 25 points, where the number of points is determined proportionately to the distance to the University in such a way that: 500 kilometers or more means 25 points, while 0 kilometers means 0 points.

2. Additional criteria which can affect the award of accommodation in a student dormitory according to the applicant's preferences are:

- a) Living in the indicated dormitory in the previous academic year – 2 points,
- b) Being an orphan – 2 points,
- c) Being a half-orphan – 1 point,
- d) Raising a single parent – 1 point,
- e) Pursuing studies in more than one field – 1 point.

3. The distance used to calculate points for the distance criterion is determined based on a print out from Google Maps (or a similar application), showing the route between the place of residence of the applicant and the address of the University at 26/28 Krakowskie Przedmiescie, Warsaw 00-927 by actual traffic routes.

Appendix No 2

To the Regulations of student dormitories of the University of Warsaw

*SPECIMEN*

**APPLICATION FOR ACCOMMODATION IN DORMITORY IN THE ACADEMIC YEAR  
201.../201...**

To

.....  
(name of unit/office) of the University of Warsaw

**Applicant's data:**

Name and surname

Address of residence

Address for correspondence

Email address

Phone number

Credit book  
number

Field of study

Year

Mode of  
studies

Full-time

Part-time

**I hereby apply for a place in the following dormitory:**

- a. First choice no 1  2  3  4  5  6  No preferences  (select only one box)
- b. Second choice no 1  2  3  4  5  6  No preferences  (select only one box)
- c. Third choice no 1  2  3  4  5  6  No preferences  (select only one box)
- d. Fourth choice no 1  2  3  4  5  6  No preferences  (select only one box)
- e. Fifth choice no 1  2  3  4  5  6  No preferences  (select only one box)
- f. Sixth choice no 1  2  3  4  5  6  No preferences  (select only one box)

**I declare, that I give up my accommodation in a student dormitory if it is not possible to assign me a place according to my preferences: Yes  No**

**At present my family consists of the people mentioned below, who live together in a household:**

No.	Name and surname	Year of birth	Degree of kinship	Place of work or education / Other income
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**The monthly net income for a member of my family, based on the documents attached is:**  
(rounded up to full PLN):

**PLN**

**The distance to the University from my place of residence by actual traffic routes is:**

**km**

**Please take into consideration additional information:**

**Choose the correct:**

Living in the indicated dormitory in the previous academic year

Student house no:

1  2  3  4  5  6

Being an orphan

Being a half-orphan

Being a single parent

Pursuing studies in more than one field

To the application I attach the following documentation:

- 1. Document confirming the stated distance . 6. ....
- 2. .... 7. ....
- 3. .... 8. ....
- 4. .... 9. ....
- 5. .... 10. ....

**Applicant's signature**

I am aware of the liability for stating false information, including the disciplinary and criminal liability and I confirm, that all documents and data found in them, especially those concerning the types and amounts of income in my family, living together in one household are complete, correct and true to the facts.

In compliance with the law of 29 August 1997 on the protection of personal data (uniform text, Journal of Law, 2002, No 101, item 926) I give the University of Warsaw the right to use the data contained in this application and attachments.

Warszawa, date: .....

.....  
**Applicant's signature**

Other official annotations:

- 1. ....
- 2. ....

**FILLED IN BY AN EMPLOYEE OF THE UNIT/OFFICE**

I confirm the completeness of the mandatory documents and the amount of the average net income per person in the applicant's family,

Which is:

PLN

Date of application

/signature/

**FILLED IN BY AN EMPLOYEE OF THE DEPARTMENT/OFFICE**

During the qualification procedure the following number of points have been given:

**The economic criterion:**

...../ 75 points

**The distance criteria:**

...../ 25 points

Living in the indicated dormitory in the previous academic year

..... points

Being an orphan

..... points

Being a half orphan

..... points

Being a single parent

..... points

Pursuing studies in more then one field

..... points

**Signature:**

.....

....