

THE WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 22 /2023
of the Rector of the Warsaw University of Technology
of 9 May 2023

on the introduction of Regulations for the Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology and Accommodation Fees

Under Article 23 section 1, in connection with Article 79 section 2 item 6 and section 3, Article 104, and Article 211 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2023, item 742) and § 52 section 5 item 12 of the PW Statutes, it is resolved as follows:

§ 1

Regulations for the Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology and Accommodation Fees shall be introduced and attached to this Regulation.

§ 2

Regulation No. 62/2021 of the Rector of the Warsaw University of Technology of 14 July 2021 on the introduction of the Regulations for Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology with the amending Regulation No. 66/2021 shall be repealed.

§ 3

The Regulation enters into force upon signing, with effect from 1 May 2023.

RECTOR

Professor Krzysztof Zaremba

Regulations for Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology and Accommodation Fees

General principles § 1

1. The Warsaw University of Technology primarily provides places in student halls of residence (also called "DS") to students and doctoral students at the Warsaw University of Technology.
2. The Vice Rector for Student Affairs shall exercise substantive supervision over student halls of residence.
3. The allocation of accommodation in student halls of residence shall take place in consultation and cooperation with the PW Student Self-Government, hereinafter referred to as "SSPW".
4. The head of the Halls of Residence Group, hereinafter referred to as "the head of ZDS," shall be responsible for the allocation of accommodation in student halls of residence through the accommodation centre they manage. The coordination of these activities may be entrusted by the head of ZDS to one of their deputies.
5. The tasks of the accommodation centre shall include:
 - 1) management of the allocation of accommodation for appropriate accommodation actions;
 - 2) preparation of applications for accommodation actions;
 - 3) providing information about accommodation actions conducted in student halls of residence;
 - 4) substantive supervision over the electronic system supporting the allocation of accommodation in student halls of residence.
6. Accommodation in student halls of residence is allocated as a result of the conducted accommodation actions.
7. The application for the launch of individual accommodation actions shall be prepared by the head of ZDS in consultation with SSPW and submitted to the Vice-Rector for Student Affairs through the accommodation centre.
8. Accommodation in student halls of residence is allocated in accommodation actions conducted by SSPW by accommodation officers indicated in decisions of the Vice-Rector for Student Affairs, launching a given accommodation action, after the opinion on applications for accommodation is given by the Faculty or Separate Accommodation Committees, hereinafter referred to as "WKK."
9. In accommodation actions other than those referred to in section 8, accommodation shall be allocated by accommodation officers indicated in decisions of the Vice-Rector for Student Affairs, launching a given accommodation action.
10. Accommodation officers shall have the right to refuse to allocate accommodation in student halls of residence without giving a reason, after consultation with the head of ZDS.
11. Activities of WKK shall be managed by accommodation officers.
12. Members of WKK shall be appointed by the Vice-Rector for Student Affairs upon request of accommodation officers.
13. The Vice-Rector for Student Affairs shall have the right to allocate accommodation in DS outside an accommodation action. The head of ZDS shall be informed about their decision.

Types of accommodation actions

§ 2

The following accommodation actions may be launched at the Warsaw University of Technology, specifically:

- 1) the main action for PW students and doctoral students;
- 2) the main action for the newly admitted students;
- 3) the main summer holiday action;
- 4) the main winter action for the summer semester;
- 5) the CWM's action;
- 6) the FLC's action;
- 7) complementary actions;
- 8) the Bank of Places' action;
- 9) individual actions upon requests of individual PW units (e.g. faculties);
- 10) other accommodation actions resulting from current needs.

Accommodation timetable

§ 3

1. The framework accommodation timetable for a given academic year shall be set by the Vice-Rector for Student Affairs upon request of the head of ZDS in consultation with SSPW by 21 March.
2. The framework accommodation timetable mentioned in section 1 shall define the time frames for accommodation actions and the date of determining accommodation fees in student halls of residence for a given academic year in the main price list.

Principles for the launch of accommodation actions

§ 4

1. Individual accommodation actions shall be launched and announced by the Vice-Rector for Student Affairs.
2. The accommodation action shall be launched upon request of the head of ZDS, in which the following are defined:
 - 1) the type of accommodation action;
 - 2) a detailed timetable of the accommodation action;
 - 3) data of accommodation officer;
 - 4) the method of submitting applications for accommodation in DS during the accommodation action;
 - 5) a list of student halls of residence and rooms intended for a given accommodation action;
 - 6) duration of the accommodation action;
 - 7) mode of the accommodation action:
 - a) open – to all applicants for accommodation,
 - b) limited – to a specific group of applicants for accommodation, to be defined in the application to launch the action in question;
 - 8) nature of the accommodation action,
 - a) determining only the allocation of accommodation in student halls of residence,
 - b) determining, together with the allocation of accommodation, the indication of the location of accommodation;
 - 9) the method of submitting the accommodation list, i.e.:

- a) in electronic form with an indication of the system or file format,
 - b) in combined form – electronically and on paper.
3. The head of ZDS may attach the following to the application referred to in section 2:
- 1) regulations for a given accommodation action;
 - 2) a list of candidates for WKK, proposed by the accommodation officer.

Principles for allocation of accommodation as part of the accommodation action
§ 5

1. Opinions on applications for accommodation in student halls of residence shall be based on the following criteria:
 - 1) obligatory:
 - a) priority for PW students and doctoral students and their spouses and children provided that, in the case of family accommodation, the application of this criterion is possible only in the case of shared accommodation with a spouse who is a student or doctoral student at PW,
 - b) no punishment with immediate eviction from DS, in accordance with the provisions of the Regulations for PW Student Halls of Residence, within 5 years preceding the submission of the application for the allocation of accommodation in DS,
 - c) no debt to DS in the 3 years preceding the submission of the application for the allocation of accommodation in DS;
 - 2) optional:
 - a) the distance from the place of residence to the Main Building of the Warsaw University of Technology in a straight line,
 - b) awarding a social scholarship,
 - c) other exceptional circumstances related to health, material or family difficulties,
 - d) active work for the benefit of the academic community,
 - e) the order of applications,
 - f) priority for students and doctoral students from other HEIs over non-students and doctoral students.
2. When allocating accommodation with an indication of placement in specific rooms, the following criteria can be considered:
 - 1) accommodation in a given room in previous check-in periods, in order to minimise relocation between rooms;
 - 2) declaring the full composition of the room;
 - 3) exceptional circumstances related to the state of health, difficult financial situation, or family;
 - 4) active work for the benefit of the academic community;
 - 5) accommodation among students from the same faculty.

Responsibilities of the head of ZDS and accommodation officer
§ 6

1. The tasks of the head of ZDS in connection with the allocation of accommodation in PW student halls of residence shall include:
 - 1) the supervision of rooms offered in individual accommodation actions;
 - 2) the supervision of individual accommodation actions, and in case of noticing irregularities, submission of relevant applications to the Vice-Rector for Student Affairs with a proposal to solve the existing problems;

- 3) the supervision of forwarding the accommodation lists to the competent employees of the DS administration;
 - 4) issuing certificates on the allocation of accommodation in student halls of residence for the needs of competent authorities and state services, e.g. the Border Guards, voivode, etc., based on the submitted comprehensive and approved allocation lists.
2. The tasks of the accommodation officer shall include:
- 1) presenting proposals for the regulations for a given accommodation action along with its timetable;
 - 2) correct conduct of the accommodation action in accordance with applicable regulations;
 - 3) compliance with the dates of the accommodation action;
 - 4) preparation, approval, and submission of the allocation list from the accommodation action they conduct to the coordinator;
 - 5) communicating the decision on the allocations specified in the allocation list to persons applying for accommodation in DS;
 - 6) contacting people who have been allocated accommodation as part of the accommodation action;
 - 7) correctly informing the participants of the accommodation action about the dates of accommodation in DS as part of a given accommodation action and the obligation to complete all necessary formalities communicated by the accommodation centre;
 - 8) in exceptional cases, issuing certificates of allocating accommodation in PW student halls of residence as part of accommodation actions, in consultation with the head of ZDS.
3. Appeal against the decision on the non-allocation of accommodation in DS or objections to the allocation of a room in DS can be submitted to the head of ZDS or the accommodation officer responsible for the accommodation action, respectively, on the dates specified in the accommodation timetable referred to in § 3.

Allocation lists

§ 7

1. Accommodation officers of individual accommodation actions shall be responsible for drawing up the allocation lists.
2. The allocation lists drawn up and approved by accommodation officers, in accordance with the timetable of a given accommodation action, shall be forwarded to the head of ZDS or another person nominated by them.
3. After the allocation lists have been transferred to the head of ZDS, no amendments may be made to them without the head's consent.
4. The head of ZDS shall forward the allocation lists to the administrative staff of the competent student halls of residence.
5. The administration staff of the competent student halls of residence shall accommodate students based on the allocation lists.
6. The allocation list shall include:
 - 1) USOS ID – for the holders of PW USOS ID;
 - 2) name;
 - 3) surname;
 - 4) gender;
 - 5) PESEL number;
 - 6) in the case of a foreigner who does not have a PESEL number, the type and number (number given as a string of characters without spaces) of the identity document held;

- 7) information on the allocation in accordance with the nature of the action approved by the Vice-Rector for Student Affairs (room numbers must be consistent with the list provided when creating a given accommodation action);
- 8) a system differentiator if the allocation was conducted using an electronic system;
- 9) address of residence.

Rules for payment for accommodation in student halls of residence

§ 8

1. Each resident of the halls of residence is obliged to pay fees for accommodation in DS.
2. The amount of accommodation fees in student halls of residence is determined by the Rector by way of a decision, in consultation with SSPW and after hearing the opinion of the head of ZDS, while the amount of fees for accommodation in DS is calculated at a level ensuring that the costs of operating the halls of residence are covered.
3. Accommodation fees in DS shall be paid within the time specified in the Regulations for the PW Student Halls of Residence and in these Regulations and in the amounts specified in the Rector's decision, referred to in section 2.
4. When determining the amount of the fee for a given month, the student status from the first day of the month shall apply.
5. The Vice-Rector for Student Affairs, upon request of a DS resident, and with an opinion from the competent representative of SSPW and the head of ZDS, shall have the right to:
 - 1) reduce the DS accommodation fee for the second place by 25% when one person is accommodated in a double room;
 - 2) release the student from the obligation to pay all or part of the monthly DS accommodation fee, as well as postpone the date of its payment or spread it into instalments when justified, in particular, by the state of health or difficult financial or life situation.
6. A person who has been allocated accommodation in student halls of residence for a period longer than one month, excluding the holiday period, shall pay a one-off reservation fee, within the time limit specified in the Regulations for the Accommodation Action, the amount of which is specified in the Rector's decision referred to in section 2 and shall present proof of payment.
7. A resident of student halls of residence who has paid the fee referred to in section 6 and who:
 - 1) checked in with DS within the deadline specified in the referral;
 - 2) paid the reservation fee within the period resulting from section 6;
 - 3) resided in DS for the entire period resulting from the referral;
 - 4) has not been immediately checked out of the DS, in accordance with the provisions of the Regulations for PW Student Halls of Residence;shall have the right to a reduced DS accommodation fee by the amount of this fee in the last month of accommodation resulting from the referral, subject to section 9.
8. In the event of failure to meet the conditions defined in section 7, the reservation fee paid by the DS resident is non-refundable.
9. In special cases, when justified by the health condition, difficult financial or life situation or resulting from the course of studies, the Vice-Rector for Student Affairs, upon the resident's request, may decide to reduce the accommodation fee by the reservation fee in a month different than the last month of accommodation in DS, specified in the referral.
10. Detailed rules applicable in student halls of residence are set out in the Regulations for PW Student Halls of Residence.

Orders and final provisions
§ 9

1. One person may participate in many accommodation actions provided that they relate to non-overlapping accommodation dates.
2. A statement of resignation from the allocated accommodation in DS shall be submitted to the head of ZDS if the given action ended with the transfer of approved accommodation lists or to the accommodation officer if the accommodation action is in progress.
3. From the date of commencement of the action until the end of the accommodation of persons as part of the conducted action, the accommodation officer shall have access to the information about the current accommodation of these persons in student halls of residence and about any amendments to allocations after the allocation lists are transferred.
4. The loss of accommodation in student halls of residence shall occur in the case of:
 - 1) failure to stay in DS within the assigned period;
 - 2) providing false information in the application for accommodation in DS;
 - 3) checking out immediately from DS, in accordance with the provisions of the Regulations for PW Student Halls of Residence;
 - 4) failure to comply with all formalities during accommodation resulting from the previous accommodation in DS, and in particular, the lack of settlement of arrears in accommodation fees in DS;
 - 5) failure to pay and present proof of payment of the reservation fee referred to in § 8 section 6, until the date specified in the Regulations for Accommodation Action.