



REGULATIONS FOR STUDENT ACCOMMODATION AT THE UNIVERSITY OF WROCLAW

GENERAL PROVISIONS

1. The Regulations for Student Accommodation apply to all persons using accommodation in the halls of residence of the University of Wrocław.

PRICE LIST AND FEES

2. The price list for accommodation in the halls of residence for a given academic year shall be posted **each year between 2 and 9 July** at: <https://uni.wroc.pl/domy-studenckie/cennik/> .
3. An accommodation fee must be paid by **the 5th day of each month**. The accommodation fee is calculated for the period specified in the referral for student accommodation or the list, except for the fee paid for the first month of accommodation.
4. The accommodation fee must be paid **only by a bank transfer** to the bank account of a given hall of residence (in accordance with the Regulation on Cashless Payments available in each hall and also at <https://uni.wroc.pl/domy-studenckie/zakwaterowanie/> . The bank account numbers of individual halls are posted on the website.
5. Residents pay the accommodation fee **for the whole month** regardless of the check-out day.
6. In the months when examination period ends the fee is calculated based on a daily rate – until the check-out day.
7. In the case of the loss of the right to live in a hall (item 25), no prior fees (e.g. monthly) are refunded, regardless of the number of days spent in the hall.

ADVANCE PAYMENT

The advance payment applies to persons applying for a place in a hall of residence in a given academic year via an on-line application in June, July, and August.

8. Once a student receives information on the allocation to one of the halls of residence for a given academic year, s/he is required to pay an advance payment directly to the hall's bank account, and present the proof of the advance payment on the check-in day. The amount and the deadline for the advance payment shall be posted at: <https://uni.wroc.pl/domy-studenckie/zakwaterowanie/> .

- 8.1. The bank account numbers of individual halls and detailed information shall be posted along with the list of students who have been allocated to the halls of residence.
- 8.2. If a student fails to make the advance payment by the deadline, it means that s/he declines the offer of accommodation.
- 8.3. For all who have made the advance payment and checked into a given hall of residence, their advance payment will be put towards the accommodation fee in October or November or December.
- 8.4. A student who has made the advance payment but failed to check into a specified hall of residence by the deadline shall not have the advance payment refunded nor put towards any other fees (see item 17).

SECURITY DEPOSIT

9. Foreign students/foreign PhD students (except for those with permanent residential address in Poland) are required to pay a security deposit by a bank transfer to the bank account of a given residence hall before checking in, and to present the proof of the security deposit payment on the check-in day. The bank account numbers of individual halls and detailed information with the amount of the security deposit to be paid shall be posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/ .
10. Students allocated to single rooms will be obliged to **pay a surcharge to the security deposit in a specified amount** by a bank transfer before they check in.
11. The foreign students/foreign PhD students who used the university student accommodation in previous academic years and repeatedly failed to pay their accommodation fees in due time will have to pay the double security deposit **before they check in** by a bank transfer directly to the bank account of a given hall of residence, and to present the proof of the security deposit payment on the check-in day. The notification on the need to make the double security deposit payment will be sent by e-mail to each individual that is subject to it.
12. The security deposit does not constitute the fee for the last month of accommodation.
13. The refund of the security deposit takes place after an appropriate application has been submitted to the administration of the hall, however, no sooner than **within 30 working days** after all formalities (such as settling all payments, vacating the room/module etc.) have been completed.

ACCOMMODATION FEE FOR THE FIRST MONTH

14. The accommodation fee for the first month is calculated based on a daily rate from the check-in day until the last day of the month (it does not apply to October fee, when it is paid for a whole month in advance). The fee for the first month of accommodation shall be paid **before checking-in** by a bank transfer directly to the bank account of a given hall of residence, and the proof of the payment shall be presented on the check-in

day. The bank account numbers of individual halls and detailed information shall be posted at: www.uni.wroc.pl/domy-studenckie/zakwaterowanie.

CHECKING IN AND CHECKING OUT

15. The University of Wrocław does not provide family rooms/modules nor co-educational rooms/ modules.
16. Foreign students/foreign PhD students are accommodated in all of the University's halls of residence.
17. The check-in schedule for a given academic year for each of the halls shall be posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/ between 15 and 20 September.
18. Checking into or out of the University's halls of residence outside of the schedule during the academic year can be done on weekdays from Monday to Friday from 9 AM to 2 PM. Any changes to the check-in/check-out schedule shall be notified 7 days in advance at <https://uni.wroc.pl/domy-studenckie/zakwaterowanie/> .
19. All students/PhD students check in according to the schedule – see item 17 (it does not apply to the persons described in item 20). When checking in, the students are required to present their identity cards or passports, (foreign students also: a valid document entitling for a stay in the territory of the Republic of Poland, such as a visa or a temporary residence permit), the student ID card (if issued), the proof of the advance payment, the proof of the security deposit payment, and the proof of accommodation fee payment for the first month. If a student fails to present even one of the required documents, s/he will not be allowed to check in.
20. The residents who participate in an obligatory student internship/training (as specified in their study plan) outside of Wrocław check in after they have finished their training, paying the fee calculated from the check-in day after their return. In addition, they have to inform the administration of their hall about the training by 30 September.
21. A student who fails to check into a hall of residence by the deadline loses the right to use the university student accommodation, however, sh/e may reapply for it. The deadline for additional application shall be posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/.
22. In some individual cases the manager of a hall of residence may decide if there are justified reasons for checking in at a later date.
23. The administration of each residence hall will verify the personal data of the residents – students and PhD students - in the USOS (University System for Studies Management). If there is no sufficient information about the resident in the USOS, s/he will be asked to present her/his student grade book or an original copy of a certificate from the dean's

office confirming her/his status of a student/PhD student of the University of Wrocław. If the resident fails to submit these documents, the accommodation fee will be calculated based on a temporary accommodation rate. S/he will lose the right to use the university student accommodation and will have to check out within 7 days.

24. The residents who are the students/PhD students of higher education institutions other than the University of Wrocław have to present to the administration of the hall an original copy of a certificate from their dean's office confirming their status of a student/PhD student (including the student grade book number) on the check-in day or at the latest within 7 days from the receipt of an appropriate notification from the administration of the hall. 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 STUDENT ACCOMMODATION

25. Residents lose their right to use the university student accommodation when:
- they lose the status of a student or a PhD student of the University of Wrocław or some other higher education institution,
 - they change the form of their studies from full-time/evening studies to extramural studies,
 - they have failed pay the accommodation fee for more than one month,
 - they have violated the Regulations for University Student Accommodation or internal university regulations (on the basis of an individual decision of the Vice-Rector for Student Affairs).

The residents who have lost their right to use the student accommodation must settle all payments and check out within 7 days. However, it is possible to be granted permission to live in a hall of residence again from the Vice-Rector for Student Affairs. In order to receive it, students are required to apply to be accommodated again to the Department of Student Affairs.

CHANGES TO THE RESIDENT'S STATUS (form of studies, faculty, field of study)

26. If changes to the resident's status regarding her/his studies occur, e.g. s/he switches faculties, takes up another field of study, switches from full-time to part-time studies etc., the resident has to submit a request to continue using the student accommodation to the Department of Student Affairs. If this concerns a student/PhD student of a higher education institution other than the University of Wrocław, s/he has to attach to the request an original copy of a certificate from the dean's office confirming the change that has occurred. The students of extramural studies lose their right to accommodation (see item 25).

CHANGING THE ROOM

27. Switching rooms in the same hall of residence or between Kredka-Ołówiek or Słowianka-Parawanowiec requires submitting an application to the administration of the hall.

CHANGING THE HALL OF RESIDENCE

28. Switching rooms will be possible after the winter semester ends. Before this date all information concerning the procedure will be posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/.

LEAVING FOR A STUDENT EXCHANGE PROGRAMME DURING THE ACADEMIC YEAR

29. If a resident leaves for an exchange programme under the EU or other programmes during the academic year, s/he may continue living in the hall of residence after the return. To do so, the student has to submit an application together with a certificate confirming her/his participation in a student exchange programme to the administration of the hall before checking out and vacating the room. The accommodation in the hall of residence will be reserved for the following semester and will be granted after the resident has completed the application procedure according to the regulations (if the resident leaves for an exchange programme in the summer semester, s/he should apply for a place in a hall on-line during the application period for residents). This also applies to foreign students. Before the return the student has to contact the administration of the hall of residence.

FOREIGN STUDENTS AND FOREIGN PhD STUDENTS – PARTICIPANTS OF INTERNATIONAL STUDENT PROGRAMMES

30. For organisational reasons, the foreign students/foreign PhD students who have been accepted to the University of Wrocław by the International Office or the Educational Department and participants of the courses organised by the English Language Centre or the School of Polish Language and Culture for Foreigners have their accommodation in the halls reserved only for the first 14 days of the semester. Afterwards, the University of Wrocław cannot guarantee accommodation in its halls.

Upon checking in, the student is required to present the passport, a valid document entitling for a stay in the territory of the Republic of Poland such as a visa or a temporary residence permit, the student ID card (if issued), the proof of the security deposit payment, and the proof of the accommodation fee payment for the first month. If the student fails to present even one of these documents, s/he will not be allowed to check into a University's hall of residence.

31. If a student checks in before the semester begins, a daily rate fee, as specified in the price list, shall be calculated. The fee for students shall apply from the date marking the beginning of the semester.

32. The students/PhD students who participate in a 2-week intensive preparation course pay the accommodation fee according to the price list for students if they check into a hall of residence at the earliest 2 days before the course begins.
33. If a resident wants to extend her/his stay at the university (and consequently at the hall) for reasons related to her/his studies, s/he needs to submit an application approved by the International Office to the administration of the hall at least 7 working days before the semester ends. The accommodation fee is calculated based on a daily or monthly rate according to the price list for students.
34. After the student's obligatory academic visit at the University of Wrocław ends, it is possible to extend the stay at the hall only in justified cases and only with the consent of the Vice-Rector for Student Affairs. The resident is required to submit an application to the administration of the hall at least 7 working days before the end of the semester. The accommodation fee is calculated based on a daily rate according to the price list for the persons who are not the students of the University of Wrocław.
35. Foreign students/foreign PhD students - participants of international programmes - applying for accommodation in the halls during the academic year need to submit the application to the Department of Student Affairs. If the resident is a student or a PhD student of a higher education institution other than the University of Wrocław, s/he also needs to submit an original copy of a certificate from the dean's office confirming her/his status of a student/PhD student.

APPLYING FOR ACCOMMODATION AFTER THE DEADLINE

36. After the first closing date of the on-line application procedure, it will still be possible to **apply** for accommodation. Information on the application procedure will be posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/.
37. The applications will be considered if there are still some vacancies left in the halls. The students who have applied after the first deadline shall receive a referral within 5 days and they will have to check into a given hall of residence within 3 days from the date declared in their application. If a student needs to check in at a later date, s/he will have to inform the administration of the hall accordingly.

ADDITIONAL INFORMATION

38. If the number of applications for accommodation exceeds the number of available places in the University's halls of residence, the priority is given to the students and PhD students of full-time and evening programmes in difficult financial situation whose daily commute to the University would make it impossible for them to pursue their studies, and to the students/PhD students pursuing their first programmes.
39. In justified cases the Vice-Rector for Student Affairs may deny accommodation in the University's halls of residence.

40. The students/PhD students with disabilities applying for accommodation in the University's halls are required to submit an application with justification and a document confirming their disability status, or other appropriate documentation, to the Department of Student Affairs before checking in.
41. A person whose application for the university accommodation has been rejected may appeal against this decision by reapplying to the Department of Student Affairs. It will only be considered provided that the student submits the application along with a copy of the actual on-line application.
42. All information regarding these regulations will be announced on the bulletin boards in the halls and posted at www.uni.wroc.pl/domy-studenckie/zakwaterowanie/. In other forms, only in justified cases upon request.

RULES FOR ALLOCATING PLACES

43. Dates, deadlines, information and criteria for applying for accommodation in a hall of residence shall be posted at the following website of the University of Wrocław: <https://uni.wroc.pl/domy-studenckie/>
44. The list of accommodated persons shall be posted at the following website of the University of Wrocław: <https://uni.wroc.pl/domy-studenckie/>
45. Students admitted to fully paid programmes in English apply via the International Office.
46. Students/PhD students admitted to UWr under the MOST programme are required to:
 - send via e-mail to: sprawystudenckie@uwr.edu.pl or via post, to the address of the Department of Student Affairs (pl. Uniwersytecki 1) a certificate of the University Accreditation Committee confirming the admission to UWr;
 - include in an on-line application form the name of the faculty, field of study, student grade book, and the name of the home university.
47. The students of the English Language Centre/School of the Polish Language and Culture for Foreigners of the University of Wrocław submit their applications for accommodation to these respective units. Both the Centre and the School will then submit the lists of persons requesting accommodation to the Department of Student Affairs within a prescribed deadline. These lists confirm participation in the courses.
48. The students of the University of Wrocław accepted for degree programmes on the basis of the decision issued by the Vice-Rector for Teaching under the Polish Government Scholarship, "Teraz Wrocław" Programme and others, submit their applications for accommodation to the Educational Department. The Department will submit the lists of persons requesting accommodation to the Department of Student Affairs by the end of July. These lists confirm enrolment in the degree programmes.

49. The students of other higher education institutions studying under international programmes may be allowed to use the university accommodation if they submit a recommendation issued by their Wrocław host institution, provided that there are vacancies in the University's halls of residence.
50. The students of other Wrocław higher education institutions may apply if vacancies are still available (see: <https://uni.wroc.pl/domy-studenckie/>).

FINAL PROVISIONS

Rector of the University of Wrocław or persons acting on his behalf have the right to interpret the rules above.

Information on accommodation in the halls of residence is available by phone: 71 343 06 18, 71 375 22 17.

Wrocław, 13 May 2019

On-line application schedule for accommodation in the halls of residence of the University of Wrocław in 2019/2020 academic year

The following groups of students apply on-line after prior registration and logging into the website www.rejestracja.ds.uni.wroc.pl :

Item	Student/PhD student groups:	Deadline
1.	UWr students/PhD students who are residents of the halls of residence as of 31 May 2019 .	03.06.2019-14.06.2019
2.	UWr students/PhD students of international programmes beginning their studies at UWr: <ul style="list-style-type: none"> - Erasmus +, - Erasmus + partner countries, - bilateral agreements, - CEEPUS, - ISEP, - Study Abroad, - Erasmus Mundus, - Government Scholarship, - KIRKLAND 	05.07.2019-16.07.2019
3.	<ul style="list-style-type: none"> - Newly admitted UWr students of full- and part-time programmes – 1st cycle and uniform MA programmes. - UWr students/PhD students of later years pursuing full- and part-time studies, who were not residents of the halls of residence in the previous academic year or did not log in by the deadline referred to in item 1. - MOST programme participants 	19.07.2019-30.07.2019
4.	Candidates for 2nd- and 3rd-cycle full- and part-time UWr programmes	21.09.2019-26.09.2019
5.	If vacancies are available after all applicants have been allocated their places, estimated deadline for applying on-line for the students of the University of Wrocław and other Wrocław higher education institutions.	09.10.2019-12.10.2019