



## **REGULATIONS ON THE ALLOCATION OF PLACES AND PROVISION OF ACCOMMODATION IN UNIVERSITY OF GDAŃSK STUDENT HOMES**

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## Chapter 1. General provisions

### § 1.

Wherever mention is made in the Regulations of:

- 1) "UG" – it should be understood as the University of Gdańsk;
- 2) "UAC" – it should be understood as the University Accommodation Committee;
- 3) "IO" – it should be understood as the International Office;
- 4) "Department" – it should be understood as the Department for Student Homes and Staff Hotels.

### § 2.

1. In the first instance, the following persons may apply for a place in a UG student home for the duration of an academic year:
  - 1) UG students;
  - 2) foreign students as part of student exchange programmes;
  - 3) students of the MOST programme.
2. Should the place quota not be met, the following persons may also apply for places in UG student homes:
  - 1) UG doctoral students and employees;
  - 2) UG graduates, for up to two years following graduation;
  - 3) persons undertaking internships or research placements at the UG;
  - 4) students of other universities.

### § 3.

During the academic year, the Department, in consultation with the UAC or, if in doubt, with the Vice-Rector for Student Affairs, may provide accommodation in student homes to verified volunteers, examiners, students' family members or other persons whose identity can be sufficiently verified and confirmed. Such accommodation may be granted only after all applications submitted by the persons referred to in § 2 have been processed, for a period not exceeding two months, with a possibility of further extension.

### § 4.

1. The allocation of places in student homes proceeds according to the rule that priority in obtaining accommodation in a UG student home is given to the UG student who simultaneously:
  - 1) finds himself/herself in a difficult financial situation;
  - 2) permanently resides outside the Tri-City at a distance which makes it impossible to commute to the university on an everyday basis or which significantly impedes study;
  - 3) pursues a full-time course of study;
  - 4) has not completed a master's degree or an equivalent qualification in another field of study or at another university.
2. The place is allocated for a semester or an academic year.

### § 5.

1. The administration of student homes is the responsibility of the Department, carried out through the head, a specialist in charge of administration or an authorised employee.
2. Administrative supervision of student homes rests with the Chancellor or the Deputy Chancellor.

3. Cases of misdemeanour, breach of the principles of community living, or violation of the rules and regulations in force at the UG which have occurred within the student home and concern its residents are forwarded to the Vice-Rector for Student Affairs.

#### § 6.

Obtaining a place and taking up residence in a student home is conditional upon having no arrears in accommodation fees for the previous academic year. Applications from persons who have not settled any outstanding fees by the time of submission will not be considered.

## Chapter 2. University Accommodation Committee

#### § 7.

1. The UAC is appointed by the UG Rector for the duration of an academic year from among UG employees and students nominated by the Chair of the UG Student Council, with the students constituting the majority of the Committee's composition.
2. Supervision of the UAC is carried out by the Vice-Rector for Student Affairs.
3. The responsibilities of the UAC include, in particular:
  - 1) verification of applications for accommodation in a student home during the academic year, submitted by the persons referred to in § 2 via the eUczelnia system, electronic mail or in paper form;
  - 2) verification of applications for accommodation in a student home during the holiday period, submitted by UG students, doctoral students or graduates within two years of completing their studies, via the eUczelnia system, electronic mail or in paper form;
  - 3) allocation of places and rooms for a semester, an academic year or the holiday period;
  - 4) coordination of the allocation of places/rooms during the academic year and the holiday period;
  - 5) consultation with the Department on the accommodation possibilities for the persons referred to in § 3;
  - 6) cooperating with the Department in supervising student home residents' compliance with the applicable rules and regulations and taking necessary remedial actions;
  - 7) providing information to the persons referred to in § 2 who are applying for a place in a student home.
4. Decisions issued by the UAC do not constitute administrative decisions within the meaning of Article 104 of the Code of Administrative Procedure.
5. During its first session in the new composition, the UAC elects the Chair. The person who receives the highest number of valid votes in the election is appointed as Chair. Should the Chair resign, the UAC elects a new Chair at its next session. The UAC communicates the election result to the Vice-Rector for Student Affairs.
6. The UAC's decisions and resolutions are adopted by a simple majority of votes, with at least half of its members present. In the event of an equal number of votes 'for' and 'against', the Chair has the casting vote.
7. By 30 May each year, the UAC updates the number of places and rooms in the student homes for the following academic year, allocating the agreed quota of places for:
  - 1) students recently admitted by the IO;
  - 2) students arriving as part of student exchange programmes.

### Chapter 3. Requests for accommodation during the academic year

#### § 8.

1. A place or a room in a UG student home is allocated at the applicant's request.
2. Students submit their applications through the eUczelnia system in the 'Scholarships and Student Homes' tab.
3. Persons listed in § 2 section 2 submit their applications in paper form at the Department. Models of application forms constitute **Annex 1a** (Application for the allocation of a place) and **Annex 1b** (Application for the allocation of a room) to these Regulations.
4. In exceptional and justified cases, caused by technical problems or force majeure, applications may be submitted by electronic mail, with the prior consent of the Department.
5. International students apply for accommodation in a student home on the same terms as students holding Polish citizenship, with the exception of first-year international students who do not hold a residence card or a Pole's Card and whose places are assigned by the IO on the basis of a designated quota.
6. The schedule for submitting applications in a given academic year is announced in the eUczelnia system and on the website of the Department.
7. Applicants are entitled to submit a request to the UAC for reconsideration of the decision via a dedicated process in the eUczelnia system. The application for reconsideration during the current allocation of places in a given academic year may be submitted in paper form within fourteen days from the date on which the decision on the allocation of a place is announced.
8. The student may withdraw from the allocation at any stage, both after submitting the application and after the application has been approved.

#### § 9.

1. It is possible to request a change of the allocated student home by submitting an application through the eUczelnia system or in person at the Department. The submitted request is then considered by the UAC.
2. A request for a 'person-for-person' exchange, accompanied by the consent of both parties, should be submitted at the Department in paper form or by electronic mail.
3. The decision regarding a possible change of room rests with the administration of the relevant student home while maintaining the current allocation and within the same student home.

#### § 10.

1. The student submits a request to be allocated a place in a student home, accompanied by the obligatory attachments.
2. The attachments comprise:
  - 1) a statement of income from the Tax Office for the previous year of all adult household members (parents and siblings under the age of 26);
  - 2) social insurance (ZUS) contributions for the previous year of all adult household members;
  - 3) in the case of land ownership, a certificate from the municipality regarding the number of hectares owned;

- 4) in the case of a single parent, an alimony maintenance order or a document confirming receipt of a survivor's benefit or proof of non-eligibility for benefit after the death of a parent;
  - 5) in the case of siblings in education, a statement from the school or university;
  - 6) in the case of having younger siblings, a birth certificate;
  - 7) in the case of applying for a single room, a certificate of disability or a relevant medical certificate specifying the circumstances;
  - 8) in the case of applying for a room for a married couple or a family, a marriage certificate and the child's/children's birth certificate/s;
  - 9) in the case of applying for a room for a married couple and a place for a disability carer, consent from the spouse or carer to the processing of personal data;
  - 10) the student's statement of income and means of support, generated from the eUczelnia system and bearing the student's handwritten signature.
3. The student may also submit any other additional documents, statements or descriptions necessary to explain their circumstances.

#### § 11.

1. Each person is entitled to one standard place. It is possible to apply for a multiple-occupancy room for exclusive use. In that case, the fee equals the sum of the fees for each standard place in the room.
2. The student's spouse and minor child may also be granted the right to reside if the student has submitted the relevant request.
3. Temporary accommodation of an additional person in a room, beyond the assigned standard places, is permitted with the written consent of all room residents and following consultation with the administration of the relevant student home.

#### § 12.

Taking up residence in a student home proceeds on the basis of:

- 1) an application processed by the UAC and visible in the eUczelnia electronic system;
- 2) an individual referral issued by the Department or an e-mail from the Department;
- 3) a list of students provided by the Department, taking account of the places in student homes allocated by the UAC as well as the quotas of places designated for other units.

#### § 13.

The resident of a student home is obliged to inform the administration of the relevant student home of any change to their personal circumstances which may influence the decision to be allocated a place, and in particular of their loss of student, doctoral student or UG employee status.

### Chapter 4. Taking up residence in student homes

#### § 14.

1. Prior to taking up residence in their room, the resident is obliged to become familiar with:
  - 1) The Regulations on the allocation of places and provision of accommodation in UG student homes;
  - 2) The Regulations for residents of UG student homes;

- 3) health and safety regulations and instructions;
- 4) fire regulations.
2. The documents referred to in section 1 are available at the administration office of each student home. Familiarity with the documents must be confirmed by personally signing the relevant declaration.

#### § 15.

1. Students who have been allocated a place in a student home by the UAC have the right to take up residence (for a fee) up to a maximum of three calendar days prior to the commencement of the academic year (daily fee according to the current price list).
2. Place allocation is valid for five calendar days from the commencement of the academic year or the summer semester.
3. Following the commencement of the academic year or the summer semester, persons who have been allocated a place in a student home by the UAC are required to take up residence within three calendar days from the date on which the allocation is granted.
4. Failure to meet the deadlines specified in sections 1 and 2 or to inform the administration of the relevant student home of the reason for a later arrival will result in the loss of the allocated place.
5. If the administration is informed of a later arrival, the place will be reserved and the fee will be calculated from the first possible check-in date (including any days for which the place may be reserved by the administration of the relevant student home due to a justified delay in taking up residence).

#### § 16.

While taking up residence, the resident is obliged to immediately report to the building administration any concerns regarding the condition of the allocated room or its equipment, which will subsequently be recorded in the room's log. The administration confirms the student's check-in by issuing a Resident's Card which entitles the bearer to enter the student home.

#### § 17.

1. In justified cases, related to the needs of the resident community, the rules of communal living or the current circumstances, the administration of a student home, in consultation with the head of the Department or an authorised employee, has the right to change a resident's room without their consent.
2. A resident of a student home residing alone in a multiple-occupancy room may at any time be relocated to another room with available places, as designated by the student home administration.

#### § 18.

1. The resident is subject to material and, in justified circumstances, disciplinary liability for any intentional damage or destruction to entrusted equipment or student home premises, caused by themselves or their visitors. The resident confirms acceptance of material liability at check-in by signing a declaration, which is kept on file by the administration of the student homes.
2. In the event of intentional damage to or loss of equipment, the resident is obliged to cover the repair costs (in the case of persons who have paid a deposit, the repair costs may be deducted from the refundable deposit). The calculation of the damage costs is prepared

on the basis of a damage report and a breakdown of costs drawn up by the administration of the relevant student home or on an agreed price list. Any matters of dispute will be dealt with by the Department in consultation with the competent body of the Student Council.

§ 19.

1. The administration of the student homes may, together with a member of the Student Council authorised by the UAC, carry out an inspection of the condition of the rooms and their equipment, the fire protection system and the efficiency of technical devices, having notified the residents of the student home as well as the Student Council seven days in advance.
2. The notification of the planned inspection remains valid for fourteen days from the date specified in the notice, after which the persons concerned must be notified again.
3. In special and justified circumstances, the administration of the student home may refrain from observing the seven-day notification period. The aforementioned deadline does not apply in particular to situations involving a threat to safety, force majeure or unforeseen circumstances.

Chapter 5. Loss of the right to reside and checking out

§ 20.

1. The allocation of a place in a student home during the academic year expires in the event of:
  - 1) removal from the student register;
  - 2) expiry of the planned graduation date.
2. In the case referred to in section 1, the resident of a student home should vacate the home within fourteen days from the date on which the allocation expires or submit a request to the Department for permission to remain in the student home.
3. The allocation of a place will be withdrawn automatically and does not require a written notice if the student fails to take up residence within the period referred to in § 15 sections 1 or 2, taking into account section 4.
4. The Vice-Rector for Student Affairs may withdraw the allocation of a place in a student home on the basis of a request from the UAC or the Department if the resident:
  - 1) fails to comply with the temporary registration requirement for a period exceeding 30 days;
  - 2) is in arrears with the payment for a place in a student home and has failed to settle the payment within the deadline;
  - 3) has obtained a place on the basis of false information or documents;
  - 4) persistently fails to observe the provisions of the Regulations for residents of University of Gdańsk student homes;
  - 5) violates the rules of communal living;
  - 6) has been convicted of a criminal offence by a final court judgment.

The resident has the right to appeal against the decision to withdraw the allocation of a place within seven days from the date the decision is delivered. The appeal should be submitted to the Vice-Rector for Student Affairs via the UAC. The appeal will be considered no later than fourteen days from the date of submission.

5. The resident who has lost the right to reside in a student home is obliged to vacate the room within the deadline specified in the decision.

§ 21.

1. A resident checking out of a student home is obliged, no later than on the check-out date, to:
  - 1) settle the condition of their room;
  - 2) settle any outstanding payments;
  - 3) return the Resident Card and the key or room card;
  - 4) return any issued or rented equipment;
  - 5) collect all personal belongings.
2. The date for vacating the room must be agreed in advance with the administration of the student home, during the administration's working hours.

## Chapter 6. Accommodation in student homes in the holiday period

§ 22.

1. The quota of places in particular student homes available during the holiday period for UG students is determined by the Department in consultation with the UAC.
2. The UAC may allocate a student a place for the holiday period, in justified circumstances and within the designated quota of places.
3. Persons who have not been granted allocation for the holiday period have the right to remain in the student home until the end of the standard examination session in a given academic year.
4. Persons with a scheduled date for their diploma defence or persons participating in the re-take examination session have the right to take up accommodation in the student home the day before and the day after the examination, provided that they present an appropriate certificate from the Dean's Office. Any exceptions to this rule require the consent of the Department.

§ 23.

1. Persons who may apply for a place or a room in a student home during the holiday period include UG students and doctoral students as well as, in exceptional circumstances, UG graduates for up to two years following graduation, who are not in arrears with payment for accommodation in a student home (including a settled payment for June) and who provide appropriate documentation justifying their stay. Persons who are in arrears do not have the right to apply for a place or be allocated accommodation until all outstanding payments have been settled.
2. Priority in the allocation of places in student homes for the holiday period is given to students undertaking obligatory internship connected with the programme of education at the UG or with work for the University, confirmed by an appropriate certificate from the University.
3. Applications for the allocation of a place or a room in a student home for a minimum of two weeks, accompanied by a justification for the stay and a certificate of income of the adult members of the household, should be submitted through the eUczelnia system in the

'Scholarships and Student Homes' tab within the deadline announced by the Department on the dedicated website.

4. In exceptional and justified cases, caused by technical problems or force majeure, applications may be submitted by electronic mail, with the prior consent of the Department. The model of the application form constitutes Annex no. 1c to these Regulations.
5. The decision of the UAC will be communicated through the eUczelnia system or by email from the Department.
6. Students who have not been granted accommodation during the holiday period have the right to appeal to the UAC in the manner specified by the Department on the website.

#### § 24.

1. UG students (as well as their spouses and children), doctoral students and graduates who have been granted permission to stay in a student home during the holiday period for a minimum of two weeks, bear the same cost as during the academic year.
2. Persons who have been granted permission by the UAC to stay in UG student homes during the holiday period will be accommodated on the floors designated by the administration of the relevant building.
3. Persons who have been granted permission by the UAC to stay in a student home during the holiday period have the right to host members of their immediate family (parents, spouses, siblings) or a resident of another UG student home (on the basis of a valid Resident Card), free of charge, for a period not exceeding three nights per month, with the consent of their roommate.
4. A guest who is not a permanent resident of a particular student home but is visiting a resident of that home without occupying their room and is temporarily accommodated in another room of that student home, shall pay the fee in accordance with the rates for temporary accommodation.
5. Persons residing in one of the student homes during the holiday period who have an allocation for the academic year for a student home other than the one in which they are resident during the holidays, should relocate to their assigned student home, subject to the availability of free places, no later than five days prior to the commencement of the academic year and during the working hours of the building administration.
6. The persons referred to in § 23 section 1 who are residing in one of the student homes during the holiday period but do not have an allocation for the academic year, are obliged to check out no later than five days prior to the commencement of the academic year, during the working hours of the building administration.

## Chapter 7. Rules on fees and the settlement of payments for places in UG student homes

#### § 25.

1. The fee for a standard place in a student home is determined by the Chancellor on the basis of a recommendation from the Department, following consultation with the representatives of the Student Council. The fee is calculated on the basis of data from the previous year, related to the costs generated by the student homes, revenue obtained from temporary accommodation during the holiday period, revenue from the contractors leasing premises or conducting business activity in the student homes and revenue from the

residents during the academic year. The above data is presented by the Department to the Chancellor or Deputy Chancellor.

2. The fee for a place in a student home is determined prior to the commencement of the academic year and communicated through a decree of the Chancellor.

§ 26.

1. A monthly fee applies to a stay in a student home lasting a full month.
2. A stay commencing from the 5th day of the month or later requires payment for that month based on daily rates, with the exception of the first payment, calculated on the basis of the authorised check-in date, in accordance with §15 section 4.
3. If a resident checks out before the end of the month, the fee for that month is calculated at the daily rate, in accordance with the current price list and on the basis of the actual number of days of residence.

§ 27.

1. UG students make payments for a standard place in a student home to their individual account number, visible in the system for managing the course of study, by the 15<sup>th</sup> day of each month. Payments may also be made by card or in cash at the reception of a particular student home.
2. Payments for single stays should be made on an ongoing basis at the reception of a particular student home.
3. International students who do not hold a Pole's Card or a residence card, as well as persons who are not UG students but who have obtained consent from the UAC to reside in a student home, are required to pay a deposit prior to check-in, to the amount of a single monthly fee for a place in the given student home. The payment may be made at the reception of the particular student home or to the UG bank account (with the number of the student home and the resident's personal details to be provided in the payment reference). The payment of the deposit is a prerequisite for taking up residence and failure to make the payment will prevent the student from being checked in.
4. The deposit will be refunded once the condition of the occupied room and all due accommodation fees have been settled with the student home administration. The deposit may be returned to the bank account indicated by the student or collected directly from the UG Cash Office.

§ 28.

1. The administration of a particular student home regularly verifies payments due for accommodation in the student home and, in the event of any irregularities, reports them to the Department.
2. In the event of arrears in the payment for accommodation in a student home, the administration proceeds in accordance with the Procedure for the recovery of outstanding fees for accommodation in UG student homes.

§ 29.

In exceptional and duly justified circumstances and at the applicant's written request, the deadline for the payment of the fee for a standard place may be extended or the fee divided into instalments. Requests in this matter may be submitted through the Department to the UG Chancellor or Deputy Chancellor.

## Chapter 8 Transitional and final provisions

### §30.

1. These rules apply to all student home residents.
2. Any amendments to these Regulations require prior consultation with the UAC, whose opinion is not binding but should, as far as possible, be taken into consideration in the decision-making process.
3. In matters not regulated by these provisions or by the Regulations for residents of UG student homes, decisions in each individual case will be taken by the Vice-Rector for Student Affairs and the Chancellor, within their respective competences.