

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

The uniform text of the Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2014, item 123, as amended) takes into account the changes introduced by:

- Ordinance No. 31 of the Rector of the University of Warsaw of 18 July 2014 on amendments to Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2014, item 173)
- Ordinance No. 49 of the Rector of the University of Warsaw of 4 November 2014 on amendments to the Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2014, item 231)
- Ordinance No. 40 of the Rector of the University of Warsaw of 16 June 2016 on amendments to the Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2016, item 253)
- Ordinance No. 54 of the Rector of the University of Warsaw of 2 August 2016 on amendments to the Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2016, item 323)
- Ordinance No. 58 of the Rector of the University of Warsaw of 11 July 2017 on amendments to the Ordinance No. 23 of the Rector of the University of Warsaw of 18 June 2014 on the introduction of the Regulations of Student Dormitories of the University of Warsaw (UW Monitor, 2015, item 150 as amended)

**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, hereinafter referred to as “the Manager”, who is responsible for its functioning. The Manager reports to the Chancellor and the Head of the Social Affairs Office. In the area related to the accommodation of students, payment for student housing, and rules for the use of dormitories, the Manager reports to the Vice Rector competent for student affairs, hereinafter referred to “the Vice Rector.”

**§ 4**

1. The Vice Rector, after consulting the competent Student Government body and the Doctoral Students’ Government body, 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.

2. The deadlines shall be announced in form of bulletins on websites of the Student Affairs Office, hereinafter referred to as “SAO,” and the Office for Doctoral and Post-qualification Education, hereinafter referred to as “ODPQE.” In justified cases, the bulletins may be changed.

**§ 5**

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

**§ 6**

The SAO shall submit 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 Manager and dormitory staff**

#### **§ 7**

Responsibilities of the Manager shall include in particular:

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

#### **§ 8**

The Manager, with 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 such accommodation shall be determined by the Manager in consultation with the Chancellor.

#### **§ 9**

The 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 Manager, an authorized worker of the dormitory administration or a member of the Council of Residents may enter a room or dwelling unit only in the presence of its residents, subject to sections 2 and 3, unless the residents authorize an entry in their absence.

2. Information about an inspection for maintenance, repair or refurbishing purposes shall be provided to the residents at least two days in advance, in person or by placing a notice on the notice board.

3. Inspections without prior notification of the residents may be conducted if:

- 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 their rooms;
- b. there is a reasonable suspicion of a serious infringement of the provisions of the present Regulations;
- c. there has been a failure or malfunction which requires immediate repair.

4. An inspection carried out in the absence of the residents shall be performed by a commission, appointed by the Manager in consultation with the Council of Residents and consisting of three persons, including one resident. Afterwards, an inspection report shall be made, identifying the members of the commission and stating the reason for and result of the inspection. The inspection report shall be immediately presented to the residents.

## **Councils of residents**

### **§ 11**

1. The Council of Residents shall represent all residents of a dormitory 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 make suggestions to the Manager about the functioning of the dormitory;
- d) advise the 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.

## **Rights and Obligations of Residents**

### **§ 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 Manager and the Council of Residents;
- c) file complaints about the conduct of the dormitory staff to the Manager through the Council of Residents;
- d) file complaints about the conduct of the Manager to the Vice Rector through the competent Student Government body, which shall notify the Social Affairs Office about the complaint;
- e) freely use the property entrusted to them, and in particular, refurnish and decorate the room or unit in consultation with other residents, if this does not cause excessive tear and wear of the entrusted property, exceeding those resulting from ordinary use, on the principles arising from § 34 of the present Regulations.

### **§ 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 make payments for their accommodation;
- e) observe the resolutions of the Council of Residents;
- f) show their resident identification card at the request of the dormitory receptionists, members of the Council of Residents, and the administrative staff.

## **Conflicts**

### **§ 14**

1. Disputes among the residents of the dormitory or between the residents and the dormitory staff shall be resolved by mediation conducted by the Manager and a representative of the Council of Residents.

2. Disputes between the Council of Residents and the 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.

### **Chapter III**

#### **The award of accommodation**

##### **§ 15**

1. Students may apply for residence at a dormitory for the period of up to nine months, extendable to the period of summer vacation and the re-sit exam session, provided they have the status of a student at the time of quartering.

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

4. The basic criterion 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 income and distance into points as well as the additional criteria affecting the allotment of dormitory accommodation according to the student's preferences are listed in Annex 1 to the present Regulations.

5. The Vice Rector, after consulting the competent Student Government body and the Doctoral Students' Government body, by the end of September, determines and announces the rules and the procedure for assigning accommodation in student dormitories after the end of the quartering period.

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. The University of Warsaw shall provide dormitory accommodation to students participating in the MOST Student and Doctoral Student Mobility Programme where possible. Participants of the MOST Programme are awarded dormitory accommodation by the SAO, in compliance with the deadlines set in the bulletin referred to in § 4. Participants of the Programme do not have to file an income statement or document their financial situation.

8. 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, except for those remaining at the disposal of the Office for Persons with Disabilities, hereinafter referred to as "OPD," shall be handed over to the SAO after the end of the quartering period.

### **§ 17**

1. Award of dormitory accommodation shall be 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 (IRO);
- d) for doctoral students – the ODPQE.

2. After the end of the quartering period, assigning the places to 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 in the present Regulations. The criteria for the award of accommodation to persons mentioned in § 17 section 1 letter c shall be determined by the Head of the International Relations Office.

## **Accommodation for the academic year**

### **§ 19**

1. Accommodation at a dormitory shall be 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 determining, awarding, and paying out financial aid to students of the University of Warsaw. The application must be accompanied by documents confirming the student's financial situation, the distance from the student's place of residents to the University stated in the application, and fulfilment of any additional criteria.

2. In justified cases, a student may apply for an additional place for his/her spouse or child. Consent may be conditional upon the student proving that s/he makes progress in learning.

3. The entitled student may apply for only place from each pool.

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

5. In the application, the student shall indicate dormitories in order of preference.

6. The scholarship committee shall verify and prepare for consideration each application filed by the deadline specified in the bulletin referred to in § 4. In the event the application is incomplete, the committee shall advise the student to supplement it within a prescribed period under pain of rejection.

7. If no scholarship committee has been appointed, the preparation of student application for processing shall be the responsibility of an administrative employee designated by the head of the organizational 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 referred to in § 4.

8a. A competent office shall refuse to assign a place if the student fails to meet the criteria for assigning this place, as well as in the situation referred to in § 41 section 6. Additionally, it is possible to refuse to assign a place in a dormitory to a student if the student was granted dormitory accommodation in previous years, but failed to complete the first year of studies or is in arrears with payments for using the dormitory.

9. Information about the award or refusal to award dormitory accommodation shall be 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 accommodation allocation.

12. Students may swap their dormitory allocations through the USOSweb in compliance with the deadlines specified in the bulletin.

### **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 shall be made up of two student representatives delegated by the competent body of the Student Government, including a representative of the disabled students, and two employees of the OPD. The Committee's chairperson shall be elected from among its members.

2. A student may apply for accommodation from the pool administered by the OPD if his/her medical condition requires other standard accommodation available in the general pool of places.

3. The student shall file 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 shall award dormitory accommodation and send the list of persons awarded accommodation to the SAO by the deadline of the 15<sup>th</sup> of September.

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

### **Doctoral students**

#### **§ 21**

1. The award of university accommodation to doctoral students shall be governed by the provisions of the present Regulations respectively, except that the material situation of doctoral students is assessed according to the Rules for determining

the amount, awarding and paying financial assistance for doctoral students of the University of Warsaw.

2. Accommodation at a dormitory is granted upon the application, generated in the USOSweb, printed, signed and filed with the ODPQE. The application must be accompanied with documentation confirming the doctoral student's material situation, the distance from the place of residents to the University and the fact of meeting some additional criteria.

3. In the application, the doctoral student specifies the order of dormitories, where s/he would like to be granted accommodation. The ODPQE shall assign the places in accordance with preferences of the doctoral student if possible.

4. The ODPQE verifies and prepares for the examination in the USOSweb every complete application filed within the deadlines determined in the bulletin referred to in § 4. In case of identifying omissions in the application, the ODPQE informs the doctoral student of a need to supplement the application within the specified deadline, under pain of rejecting the application.

### **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. The pool of places in dormitories for foreign students shall be determined by the Vice Rector, upon the division of places referred to in § 16 section 1.

2. The award of dormitory places to foreign students shall be 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 financial situation.

3. Foreign students admitted to the first year of studies and participants of the Polonicum course shall file their applications for dormitory accommodation with the SAO. Foreign student of higher years shall 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 extension of the accommodation shall be filed with the Manager no later than by the 31<sup>st</sup> of May. The Manager may quarter the student in a different room from the one occupied by the student in course of the academic year.

2. Precedence in summer accommodation shall be given to the students already residing in a given dormitory.

3. An appeal against the negative decision of the Manager regarding summer accommodation shall be filed with the Vice Rector through the competent body of the Student Government.

4. Precedence in accommodation for the summer re-sit examination session shall be given to students who applied for it to the Manager no later than on the last day of the regular summer exam session, enclosing a statement issued by the organizational unit running his/her studies confirming their participation in the summer re-sit session.

5. The period of summer re-sit session 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 in a dormitory to be used for hotel accommodation shall be determined by the Manager after consulting the competent body of the Student Government, on the basis of the number of applications for summer accommodation granted to the residents, as well as the necessary repairs.

3. The price of the hotel rooms in a given dormitory during the summer vacation shall be determined by the Manager in consultation with the Chancellor.

### **Chapter IV**

#### **Fees and quartering**

#### **§ 25**

1. At the request of the 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 security deposit shall be refunded on vacating the accommodation either in cash or by bank transfer to the student's account, no later than within 10 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 financial situation, the 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 if s/he moves in at a later date.

2. If the award of accommodation took place later in the month, the student shall be obliged to make payment 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 continuously.

5. In case of accommodation for a period shorter than the one specified in section 4, 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 Manager.

7. If a 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 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 payment for dormitory accommodation.

## **§ 27**

1. The student who has been awarded dormitory accommodation shall 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 shall move in within one day from receiving the decision. After these deadlines, the student shall lose the allocated accommodation. This does not exclude their 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 Manager or a dormitory employee. The student may appeal against the allocation to the Council of Residents. The final decision shall be made by the Council of Residents in consultation with the Manager.

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 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 case a student fails to use the awarded place in a dormitory and submit a written notification about it, the place shall be put back in the general pool.

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

7. The number of double rooms in a dormitory for married couples and families with children shall be determined by the Manager in consultation with the Council of Residents and after consulting the Vice Rector.

## **§ 28**

1. When moving in, the student shall 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.

2. Furthermore
  - a) upon moving in, the room or dwelling unit shall be ready for use, i.e. in clean condition and furnished with working household equipment;
  - b) the acceptance and return of the room or dwelling unit shall be done by signing an acceptance protocol, drawn in two copies.

### **§ 29**

1. If a student intends to move out at an earlier date than specified in the referral, s/he shall report this fact to the 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 Manager may quarter another student in the room instead or re-quarter the remaining student to another room, giving him/her a three-day deadline for changing the room. 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 Sunday or a holiday, the re-quartering shall become effective on the first work day after the date specified.

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

4. In justified cases, the Manager may re-quarter 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 shall change rooms within three days. The provisions of section 2 shall apply accordingly.

6. The re-quartering 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**

1. Residents shall be obliged to leave their room keys at the reception desk. Room keys shall be issued only to residents or persons authorized by them.

2. The authorization shall apply only to the resident's guest and require a written consent of co-residents.

3. A specimen authorization referred to in section 2 is provided in Annex 3 to the present Regulations.

#### **§ 31**

1. The night rest time at the dormitory shall be from 10 p.m. to 6 a.m., unless the Council of Residents in consultation with the Manager temporarily determines other hours.

2. All social gatherings in dormitory rooms shall be organized upon the consent of co-residents and shall respect the mandatory night rest period.

3. The Manager may grant permission to extend the duration of a social gathering at a written request of the student. In the case of objections from co-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**

1. The student shall be entitled to three nights of free accommodation per month for relatives, after obtaining written consent of his/her co-residents and the dormitory manager or the council of residents. The rate for subsequent nights shall be set by the manager in agreement with the council of residents, and cannot exceed PLN 25. This provision shall also apply to residence at a dormitory during the period of summer vacation.

2. The student shall be charged with the payment for accommodation referred to in section 1.

### **§ 33**

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

2. A dormitory shall keep a guest book, in which guests' check in and check out times are recorded. A visitor is obliged to enter his/her personal data (first name, surname, residence address, series and number of the ID card or a passport, and in case of foreigners: nationality and residence address in a foreign country), in a legible way, allow recording his/her image by the monitoring system, and show his/her 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 is charged for accommodation at the hotel rate applicable to a given dormitory. In such case, the rate is paid in cash. If the person invited by the student fails to pay the fee, the student shall be charged with the amount due.

### **§ 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 obliged to return it in unchanged condition with regard to both quantity and quality in the ordinary course. The residents shall be severely liable for the condition of their room or dwelling unit, including its furniture, the bed sheets received, the equipment and the appliances installed in the common rooms, and in case of a damage whose perpetrator is impossible to determine – jointly in equal parts.

3. The appraisal of damage shall be done based on the actual repair or replacement cost. The decision regarding the repair or replacement shall be made by the Manager, after notifying the Council of Residents.

4. If the payment for the damage is impossible to enforce, the Manager shall deduct the equivalent amount from the security deposit paid by the student. If the amount due exceeds the amount of the security deposit, the student shall be charged an additional fee, payable in cash.

5. Making a change to the furniture or an essential change to the décor of the room or dwelling unit shall require a prior consent of the 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 shall be 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 obliged to report any damage to the property of the dormitory caused by other residents to both the Manager and the Council of Residents. Failure to report the damage shall result in becoming financially co-responsible for it.

### **§ 35**

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

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

3. Failure to report a malfunction that will result in a 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 the consent of the Council of Residents, the Manager and the Chancellor;
- h) storage of goods and merchandise whose type and amount may indicate a commercial intent in the rooms or the common areas;
- i) use of gas cookers, electric heaters, and other high power equipment as well as other electric appliances (such as toasters) which do not meet fire, safety and health regulations and do not constitute the property of the dormitory.

### **§ 36a**

In the case of failure to observe the provision of § 36 letter I, the resident shall be obliged to deposit the appliance with the dormitory.

### **§ 37**

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

### **§ 38**

Animals may be kept on the dormitory premises only upon a written consent of the 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. If a resident moves out without notifying the dormitory administration, his/her belongings shall be itemized in writing and packed by a special commission, appointed by the Manager or an authorised administrative worker. The resident's belongings shall be stored in a designated safe place until they are collected but no longer than for a year. After that time, the belongings shall be liquidated. A report from the liquidation shall be drawn.

3. If 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 notice boards. If 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 in the event of:

- a) Cancellation of the decision granting the accommodation by the Vice Rector or the competent office;
- b) Loss of 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 dormitory residents by the manager in consultation with the council of residents due to gross misconduct of the student or his/her guest against the Regulations or the order rules of the dormitory. 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 lose their right to student accommodation;
- f) a gross breach of social co-existence rules, especially the duty 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 repeats, s/he shall loose the place in a dormitory,
- g) Eviction from the dormitory due to the reasons specified in § 26 section 6.

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

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

4. The student has the right to appeal against a decision made in connection with the facts listed in section 1 letters d, e and f, within seven days of communicating the decision to the student. The manager shall record the circumstances and the date of communicating the decision to the student. The appeal shall be made to the Vice Rector through the dormitory manager. The manager shall transfer the appeal to the Vice Rector within seven days, together with her/his opinion and the opinion of the council of residents. Filing the appeal shall not suspend enforcement of the decision. The Vice Rector's decision shall be final.

5. In cases referred to in section 1, the student shall leave the dormitory within no more than three days of the date of losing the place at the dormitory.

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 should the student apply 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 regulations on personal data protection.

#### **§ 44**

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

#### **§ 45**

In consultation with the Council of Residents, the Manager may introduce specific rules of order of the dormitory. The rules and any amendment thereto shall be subject to approval by the Vice Rector.

#### **§ 46**

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

2. Their opinions shall be submitted by the deadline set by the Vice Rector, but within no less than 14 days. If no opinion is submitted by the set deadline, the matter is deemed considered.

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

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

- 1) 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 per head of PLN 0 the student receives 75 points, while for the income of PLN 1,500 and above the student receives 0 points;
- 2) the distance criterion, which can give the student between 0 and 25 points, where the number of points is determined proportionately to the distance, in such a way that: 500 kilometres or more means 25 points, while 0 kilometres means 0 points.

2. The distance providing a basis for the calculation of points for the distance criterion shall be determined based on a printout from the Google Maps (or equivalent) system presenting the route from the permanent place of residence of the applicant to the address: ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa, taking into account actual communication routes.

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

- 1) living in the dormitory selected as the top preferred one for at least three months (about 90 days) continuously during the period from 1 October to 30 June of the academic year preceding the academic year for which the accommodation in a student dormitory is to be awarded – 2 points;
- 2) being an orphan – 2 points;
- 3) being a half-orphan – 1 point;
- 4) the student being a single parent – 1 point;
- 5) pursuing studies in more than one field – 1 point;
- 6) being the laureate or the finalist of the central-level school scientific contest or the laureate or the finalist of the national or international scientific contest listed in the resolution of the Senate of the University of Warsaw on detailed rules of admission of the laureates and finalists of the central level school scientific contests and laureates and finalists of national and international scientific contests – in case of students admitted to the first year of study in the year of the secondary school-leaving examination, who will start their studies in the following academic year – 1 point;
- 7) receiving the Rector's scholarship for the best students or the scholarship for best doctoral students in the academic year preceding the academic year for which the accommodation in a student dormitory is to be awarded – 1 point;

- 8) receiving the Minister's scholarship for outstanding achievements in the academic year preceding the academic year for which the accommodation in a student dormitory is to be awarded – 2 points.”.

Annex 2

to the Regulations of Student Dormitories of the University of Warsaw

*SPECIMEN*

Warsaw,..... (date)

.....  
(Name)

.....  
(Surname)

.....  
(No. of identification document)

.....  
(No. of resident's room)

University of Warsaw

Student Dormitory No. ....

.....

.....

(address)

**AUTHORIZATION**

I hereby authorize ....., holding an identification document/passport No. ...., to collect from the reception desk of the Dormitory No. .... of the University of Warsaw the key to my room/unit No. ....

The authorization is granted for the period from ..... (date ,time) to ..... (date, time)

Instruction:

1. For the authorization to be valid, the resident must obtain consent of all co-residents, which is confirmed by signing the present form.
2. Under § 33 section 1 of the Regulations of Student Dormitories of the University of Warsaw, the student receiving guests is responsible for them during their stay at the dormitory.
3. The present authorization is effective exclusively during registered stays of the student's relative.
4. The authorization must be delivered to the administration of the dormitory no later than a day before the beginning of its validity.

.....

(Signature of the resident)