

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 4/2025
of the Rector of the Warsaw University of Technology
of 28 January 2025

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 2024, item 1571, as amended) and § 52 section 5 item 12 of the WUT 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, as attached to this Regulation.

§ 2

In case of a reservation fee paid by Warsaw University of Technology Halls of Residence residents during accommodation in the academic year 2024/2025 before 1 March 2025, this fee shall constitute the guarantee fee referred to in §9 of the Regulations for the Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology and Accommodation Fees unless within 14 days from the day this Regulation enters into force, the resident submits a written objection to this change to the hall of residence administration. In such case, the provisions of the Regulation repealed in §3 shall apply to the extent pertaining to the reservation fee.

§ 3

Regulation No. 22/2023 of the Rector of the Warsaw University of Technology of 9 May 2023 on the introduction of the Regulations for Allocation of Accommodation in Student Halls of Residence of the Warsaw University of Technology and Accommodation Fees shall be repealed.

§ 4

This Regulation enters into force upon signing, with effect from 1 March 2025.

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 referred to as "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 WUT Student Self-Government, hereinafter referred to as "SSPW".
4. The head of the Halls of Residence Unit, 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. Whenever these Regulations refer to the head of ZDS in relation to the WUT Branch in Płock, the head of DS in Płock shall be understood by that.
5. The tasks of the accommodation centre shall include:
 - 1) management of the allocation of accommodation for relevant 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. The Vice-Rector for Student Affairs, by signing the application, takes the decision to start the accommodation action pursuant to the rules included in the application.
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. The accommodation officers shall be responsible for the accommodation action.
9. 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.
10. As part of the accommodation action, committees for verification and evaluation of applications for accommodation and an appeals committee may be appointed.
11. The actions of the committees are managed by the accommodation officers.
12. Members of the committees are appointed by the Vice-Rector for Student Affairs on the request of the accommodation officers.

13. The Vice-Rector for Student Affairs shall have the right to allocate accommodation in DS outside an accommodation action. The Vice-Rector informs about this decision through the accommodation centre.

Types of accommodation actions

§ 2

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

- 1) the main action for WUT students and doctoral students;
- 2) the main action for the newly admitted WUT students and doctoral 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 WUT 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 the accommodation officer and composition of the committee if it is appointed;
 - 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;
 - 10) regulations for a given accommodation action.
3. The head of ZDS may attach to the application referred to in section 2 a list of candidates for the committee referred to in § 1 section 10, 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 WUT 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 WUT,
 - b) no punishment with immediate eviction from DS, in accordance with the provisions of the Regulations for WUT Student Halls of Residence, within 5 years preceding the submission of the application for the allocation of accommodation in DS,
 - c) at the moment of application consideration, having the status of a person who has settled their account with DS, in case of persons who were checked in before, which means a resident who has made all outstanding payments towards 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 accommodation 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 WUT 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 ZDS;
 - 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 WUT 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 appeals committee, or if it is not appointed, to the head of ZDS, through the electronic system for accommodation allocation or in another form laid down in the regulations for the accommodation action, respectively, within 14 days of receiving the decision.

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 relevant student halls of residence.
5. The administration staff of the relevant 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 WUT 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;
 - 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 timely 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 consulting 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 WUT Student Halls of Residence and in these Regulations and in the amounts specified in the Rector's decision, referred to in section 2.
4. In case of WUT students and doctoral students, when determining the amount of the DS accommodation fee for a given month, the student status from the first day of the month shall apply, determined on the basis of a relevant study management system.
5. The Vice-Rector for Student Affairs, upon request of a DS resident, and with an opinion from the relevant 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.

Guarantee fee

§ 9

1. A person allocated a place in student halls of residence for at least one month shall be obliged to pay a guarantee fee within the deadline specified in the regulations for the accommodation action and to the amount laid down in the Rector's decision referred to in §8 section 2. The guarantee fee shall be paid into the bank account provided in the accommodation allocation decision or directly to the DS administration where the place was allocated.

2. The guarantee fee shall constitute a guarantee of appropriate fulfilment of obligations by the person allocated accommodation in a student hall of residence, i.e.: guarantees the use of the allocated a place in a DS and checking in, and after the end of the residence secures against the cost of possible repairs of damage done to the DS property and any outstanding payments of DS accommodation fees.
3. The costs of the damage in DS are evaluated by the head of ZDS on the basis of a calculation which takes into account the costs of goods and services. The price list of damage is published for DS residents 30 days before the beginning of the semester. If damage not included in the price list is done, the costs of the damage are evaluated by the head of ZDS.
4. If the guarantee fee or its part is used to cover the damage done in DS or outstanding payments for accommodation in DS, the DS resident shall be obliged to pay it or pay the occurring difference to the amount specified in the Rector's decision, within 14 days of the receipt of the request for payment from the ZDS administration.
5. The paid guarantee fee shall be reimbursed, subject to sections 6-7, at the request of the student halls of residence resident submitted through the electronic system for student halls of residence accommodation allocation or in another form specified by the head of ZDS, no later that within 14 days of checking out if:
 - 1) the DS resident lived in DS:
 - a) for at least 4 months, in case of persons checked in for a semester or two semesters;
 - b) for the whole period laid down in the referral in case of persons checked in for less than 4 months;
 - c) for at least 1 month during the holidays,
 - the last period for which they were checked in;
 - 2) their place or room was received with no reservations by the relevant DS employee and the DS resident fulfilled all obligations and formalities related to checking out from DS;
 - 3) the DS resident was not evicted through disciplinary proceedings, pursuant to the provisions of the Regulations for WUT Halls of Residence;
 - 4) the DS resident does not have a valid referral to a place in DS for dates after the check-out date.
6. Before reimbursement, the following shall be deducted from the guarantee fee:
 - 1) the amount for covering the costs of damage done by the resident in DS and/or costs of above-standard cleaning procedures of the room they checked out from;
 - 2) the amount to cover the outstanding payments of the resident for accommodation fees in DS.
7. The paid guarantee fee shall not be reimbursed if a person who was allocated accommodation in DS resigns from the allocated place after the deadline laid down in a given action or fails to check in within the specified time limit.
8. In case of unexpected situations, the Vice-Rector for Student Affairs may decide to reimburse the guarantee fee.
9. The guarantee fee shall be reimbursed to the DS resident to the amount paid to WUT, to the provided bank account, within 21 working days of the date of submission of the application and completion of all formal obligations related to checking out from DS.
10. In cases specified in sections 5 and 7, the unreimbursed guarantee fee shall increase the income of ZDS.
11. If a DS resident who was allocated a place in DS for the next academic year did not submit an application for reimbursement of the guarantee fee, the guarantee fee shall constitute

the guarantee fee for the next academic year. If the amount of the guarantee fee in the next academic year is increased, the person who was allocated a place in DS shall pay the outstanding difference within the deadline determined by the ZDS administration.

Orders and final provisions

§ 10

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 through the electronic accommodation system.
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 check in to 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 WUT 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 the guarantee fee referred to in § 9 section 1, until the date specified in the Regulations for Accommodation Action.
5. The detailed rules valid in student halls of residence shall be laid down in the Regulations for WUT Student Halls of Residence.