



Item 70

**ANNOUNCEMENT NO. 7
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 16 March 2026

**on announcing the consolidated text of Ordinance No. 63 of the Rector of
the University of Warsaw of 5 June 2024
on the Rules and Regulations of the Student Halls of Residence at the
University of Warsaw**

The consolidated text of the Rules and Regulations of Student Halls of Residence at the University of Warsaw, constituting an appendix to Ordinance No. 63 of the Rector of the University of Warsaw of 5 June 2024 on the Rules and Regulations of Student Halls of Residence at the University of Warsaw (UW Monitor of 2024, item 200) is hereby announced in the Appendix to this Ordinance, taking into account the amendments made by:

- 1) Ordinance No. 102 of the Rector of the University of Warsaw of 18 June 2025 on amending Ordinance No. 63 of the Rector of the University of Warsaw of 5 June 2024 on the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 227);
- 2) Ordinance No. 153 of the Rector of the University of Warsaw of 30 September 2025 on amending Ordinance No. 63 of the Rector of the University of Warsaw of 5 June 2024 on the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 360);
- 3) ERRATUM to Ordinance No. 153 of the Rector of the University of Warsaw of 30 September 2025 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 361).

Rector of the University of Warsaw:
A. Z. Nowak

Appendix

to Announcement No. 7 of the Rector of the University of Warsaw of 16 March 2026
on announcing the consolidated text of Ordinance No. 63 of the Rector of the
University of Warsaw of 5 June 2024 on the Rules and Regulations of the Student
Halls of Residence at the University of Warsaw

**ORDINANCE No. 63
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 5 June 2024 r.

**on the Rules and Regulations of the Student Halls of Residence at the
University of Warsaw**

Pursuant to § 36, section 1 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190, as amended), it is hereby ordered as follows:

§ 1

The Rules and Regulations of the Student Halls of Residence at the University of Warsaw, which are annexed to the Ordinance, are hereby adopted.

§ 2

Ordinance No. 195 of the Rector of the University of Warsaw of 27 November 2020 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2020, item 372) shall hereby become null and void.

§ 3

The Rules and Regulations on Students' Benefits at the University of Warsaw, annexed to Ordinance No. 142 of the Rector of the University of Warsaw of 1 October 2019 on the introduction of the Rules and Regulations on Students' Benefits at the University of Warsaw (consolidated text: UW Monitor of 2021, item 215, as amended), are hereby amended as follows:

1) § 13 shall be replaced with:

“§ 13

A student or a doctoral student may apply for a place in a student hall of residence. The rules governing the use of the student halls of residence, including in particular the procedure for allocating places, calculating and paying fees are laid down in the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2024, item 200).”.

2) Appendix No. 5 shall be deleted.

§ 4

The Ordinance enters into force on the day it is signed.

Rector of the University of Warsaw:
A. Z. Nowak

RULES AND REGULATIONS OF STUDENT HALLS OF RESIDENCE AT THE UNIVERSITY OF WARSAW¹

Chapter 1 General Provisions

§ 1

1. The Student Halls of Residence, hereinafter referred to as "dormitories" constitute an integral part of the infrastructure at the University of Warsaw, hereinafter referred to as the "University".

2. The principles on the use of dormitories are laid down by the Rules and Regulations of the Student Halls of Residence at the University of Warsaw.

3. Detailed principles on residence in the dormitories are laid down in the house rules of each dormitory. The house rules shall be introduced by the dormitory manager, hereinafter referred to as the "manager", in consultation with the council of residents. The house rules and any amendment thereto shall be subject to the approval of the Vice-Rector responsible for teaching and learning, hereinafter referred to as the "Vice-Rector".

§ 2

1. The primary purpose of the dormitories is to provide temporary residence for eligible students, doctoral students, members of their families and other persons, hereinafter referred to as the "residents", in conditions that enable them to realise their right to study and gain education.

2. In addition, the dormitories fulfil a cultural and social function for the University, by means of animating student and doctoral culture, providing a space for contact and the exchange of ideas.

3. People living in the dormitories are required to behave in an appropriate manner to ensure a learning and relaxing environment for all residents, as well as to show respect for the property which should be subject to special protection and care.

¹Consolidated text taking into account the amendments made by:

- 1) Ordinance No. 102 of the Rector of the University of Warsaw of 18 June 2025 on amending Ordinance No. 63 of the Rector of the University of Warsaw of 5 June 2024 on the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 227);
- 2) Ordinance No. 153 of the Rector of the University of Warsaw of 30 September 2025 on amending Ordinance No. 63 of the Rector of the University of Warsaw of 5 June 2024 on the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 360), taking into account the Erratum to Ordinance No. 153 of the Rector of the University of Warsaw of 30 September 2025 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2025, item 361).

§ 3

A dormitory is managed by a manager who is responsible for its operating. The manager is supervised by the Chancellor. With regard to the accommodation of residents, the payment of fees by residents and the house rules of the dormitories, the manager reports to the Vice-Rector.

§ 4

1. The residents of the dormitory have the right to evaluate its operating standards. The manner in which the evaluation is conducted shall ensure anonymity for the participating residents.

2. The process of evaluating a particular dormitory shall be conducted at least once per academic year.

3. The scope and detailed procedure of the evaluation shall be determined by the manager in consultation with the council of residents.

4. The Vice-Rector holds a meeting once per academic year with the Chancellor, representatives of the councils of residents, dormitory managers and invited guests to present and discuss the results of the evaluation.

Chapter 2

Rights and duties of the manager and personnel employed at the dormitories

§ 5

The manager shall be responsible for managing the dormitory, in particular by:

- 1) completing tasks connected to securing housing and security needs and requirements;
- 2) taking care of the proper technical and sanitary condition of the facility, including its equipment, and maintaining the facility book, as set out in Article 64, sections 1 and 4 of the Act of 7 July 1994, the Construction Law (consolidated text: Journal of Laws of 2024, item 725, as amended);
- 3) managing the finances as part of the tasks entrusted by the Rector;
- 4) cooperating with the council of residents, including the implementation of the obligations referred to in § 13;
- 5) supervising the observance of these Rules and Regulations, and the house rules of the dormitory;
- 6) informing the Vice-Rector on the current number of occupied and vacant places, as well on the events which result in excluding the places from use;
- 7) using the University Study-Oriented System, hereinafter referred to as the "USOS" system, including the recording in the USOS system of any information on accommodating and checking out the resident, on violations of these Rules and Regulations by the resident and the prohibition of entry and refusal of entry to the dormitory, and the ongoing updating in the USOS system of other data concerning the dormitory.

§ 6

The manager may, with the approval of the Vice-Rector and the Chancellor, dedicate some of the available rooms in the dormitory for the use as hotel rooms. The manager, in consultation with the Chancellor, shall decide on the rules for accommodation in these rooms, the amount of the fee due and the method of its payment.

§ 7

1. In justified cases, the manager may ban certain persons from entering the dormitory, in particular those who have committed offences against these Rules and Regulations in their section on security and order. The manager determines the duration of the ban. The manager shall immediately inform the council of residents and the Vice-Rector of the ban imposed on a particular person, also providing reasons. The students and the doctoral students reserve the right to complain against the ban to the Vice-Rector within three days of its issue.

2. In urgent cases, a member of the dormitory staff, in particular the receptionist, or a member of the council of residents, may refuse access to the dormitory to a person who is suspected of posing a threat to life, health, safety, or order in the dormitory, and who breaches the rules of social conduct. The member of the dormitory staff shall immediately inform the manager, and the council of residents of the refusal of access, providing reasons for the refusal.

§ 8²

1. The manager, a member of the dormitory staff designated by the manager, or a member of the council of residents may enter a room or segment for the purpose of inspection. The inspection may take place only in the presence of the residents, subject to the provisions of sections 2 and 3, unless the residents give permission to enter in their absence.

2. Any information concerning an inspection to maintain the sanitary or technical condition of a room or segment (cleanliness check), as well as an inspection related to the planning of renovation or repair works, shall be communicated to residents at least three working days in advance, both electronically and by posting a notice on the dormitory's notice board, including the provision of residents with the planned approximate time slots for entry into rooms or segments during the inspection.

3. Without the requirement of informing the residents, inspections may be carried out in situations where:

- 1) there is a reasonable suspicion that the resident is carrying out activities endangering health or life, or violating the law;
- 2) there is a reasonable suspicion of a serious breach of these Rules and Regulations, or of the house rules of the dormitory;
- 3) a breakdown has occurred that requires immediate repair or there is another serious threat to the property;
- 4) the checking-out procedure is underway (in order to inspect the condition of the room).

²As amended by § 1, point 1 of Ordinance No. 153, referred to in footnote 1.

4. The entrance to the room or segment in the absence of the residents in the situations referred to in section 3, points 1-3 shall be carried out by a committee appointed by the manager and consisting of at least three persons, including a dormitory resident. Minutes of the inspection shall be drawn up, indicating: the members of the committee, the reason for the inspection and its results. The protocol shall be presented immediately to the residents of the room or segment which was inspected. The manager shall immediately inform the council of residents of the inspection in the absence of the residents and the reasons for it.

5. All rooms or segments in the dormitory may be entered without prior notice to the residents and in their absence by:

- 1) authorised law enforcement authorities or a representative of the academic guard with a member of the dormitory staff;
- 2) the manager or persons authorised by the manager to perform technical, cleaning, repair, or maintenance works:
 - a) for the purpose of carrying out repairs or minor technical, cleaning, repair, or maintenance tasks arising from a resident's request or from an inspection conducted,
 - b) for the purpose of carrying out an urgently required repair or safeguarding property at serious risk - as a result of or during an inspection conducted in the situation referred to in section 3, point 3 or
 - c) in the situation referred to in section 3, point 4.

Chapter 3 Rights and duties of the dormitory residents

§ 9

The resident shall have the right to:

- 1) ³use the premises intended for general use under the terms and conditions laid down by the house rules;
- 2) dispose the property entrusted to the resident in consultation with the co-residents;
- 3) organise scientific and cultural meetings and events in the dormitory, including meetings of study groups;
- 4) file complaints about the conduct of people working in the dormitory to the manager in person or through the council of residents;
- 5) file complaints about the conduct of the manager to the Vice-Rector in person or through the relevant students self-governing body of doctoral students self-governing body;
- 6) benefit from the assistance provided by the Academic Ombudsman.

§ 10

The dormitory resident has the duty to:

- 1) comply with the provisions of these Rules and Regulations and report any breaches thereof;
- 2) respect and take care of the dormitory property and its surroundings;
- 3) keep the dormitory clean;
- 4) observe the rules of social coexistence, hygiene and culture and not expose others to harmful or oppressive consequences of their behaviour;

⁴As amended by § 1, point 3 of Ordinance, referred to in footnote 2.

- 5) pay the dormitory accommodation fee on time;
- 6) cooperate with the council of residents and comply with its resolutions;
- 7) show the resident's card at the request of the members of the council of residents and the people working in the dormitory;
- 8) care for the environment, including by means of separating waste.

§ 11

1. Any disputes between residents or between residents and people working in the dormitories shall be resolved by the manager and a representative of the council of residents. The manager or a representative of the council of residents may use the mediation support of an academic ombudsman, student ombudsman or other academic mediator.

2. Any disputes between the council of residents and the manager shall be resolved through mediation by an academic ombudsman, student ombudsman or other academic mediator.

3. Any doubts of interpretation regarding the provisions of these Rules and Regulations between the council of residents and the manager or between the resident and the manager shall be resolved by the Vice-Rector.

§ 12⁴

1. The Council of Residents shall represent the interests of all residents of a given dormitory.

2. The Council of Residents shall constitute a competent students' self-government body, operating in accordance with the principles laid down in the Rules and Regulations of the Student Self-Government Body.

3. The procedure for electing and determining the composition of the Council of Residents, as well as the principles governing its term of office, shall be specified in the Rules and Regulations of the Students' Self-Government Body.

§ 13

1. The manager shall be responsible for providing support to the council of residents.

2. The manager shall be in regular contact with the council of residents during the academic year, meeting with the council whenever requested. At the same time, the manager shall remain in ongoing contact with the council of residents by email.

3. Any proposals, opinions, comments, complaints and requests submitted by the council of residents in writing or by e-mail shall be answered by the manager in the same form without delay and no later than seven days; if a longer period is necessary to deal with the notification, the manager shall inform the council of residents of a new deadline for reply, which shall not be longer than two months from the delivery of the notification, providing also the reasons for delay.

4. In the event of a lack of or inadequate support from the manager, the council of residents has the right to complain to the Vice-Rector.

⁴As amended by § 1, point 3 of Ordinance, referred to in footnote 2.

Chapter 4

Principles and procedure for allocating a place in a dormitory

§ 14

1. ⁵Places in the dormitory shall be allocated by the Vice-Rector at the request of a student or a doctoral student, hereinafter referred to as the "applicant", in the primary or supplementary round of place allocation. The provisions concerning students shall apply accordingly to both enrolled students and persons admitted for studies, whereas the provisions concerning doctoral students shall apply accordingly to both doctoral students and persons admitted to a doctoral school.

2. The process of allocating places in the dormitory shall be held separately for students and doctoral students within the dedicated space allocation pools available for each of these groups.

3. In the case of students, the allocation of places in the dormitory shall take place separately within dedicated pools of places for:

- 1) students who are citizens of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area;
- 2) students who are nationals of countries other than those listed in point 1 herein.

4. The applicant may apply for a place in the dormitory for themselves and for a spouse, partner or child. The provision shall also apply to students who have completed the first-cycle studies at the University and who retain their student rights until 31 October of the year in which they graduate.

5. The applicant shall declare the number of places applied for. They shall also indicate the persons to whom the place is to be allocated.

6. At the request of the head of an organisational unit or the head of a teaching unit, the Vice-Rector may temporarily make places in a dormitory available to the aforementioned entities.

7. The Vice-Rector may appoint a Consultative Team for accommodation in the dormitories, hereinafter referred to as the "Team", specifying the period for which it is appointed. The chairperson of the Team shall be appointed by the Vice-Rector.

8. The team shall consist of persons working at the University and representatives of students and doctoral students, delegated respectively by the relevant students' self-government body and doctoral students' self-government body, provided that the Team is composed of at least one representative of students and doctoral students respectively.

9. The objectives of the Team include in particular:

- 1) presenting to the Vice-Rector the recommended results of the application procedure for allocation of places in the dormitories in the primary round with regard to the compliance with the provision set out in § 15, section 4;
- 2) creating rules for and a template of the list of persons awaiting allocation of a place in the dormitory from the pool of available places in the supplementary round;

⁵As amended by § 1, point 4 of Ordinance, referred to in footnote 2.

- 3) presenting any comments on the processing of applications and the allocation of places.

§ 15

1. The form and deadline for submitting an application for a place in the dormitory shall be determined by the Vice-Rector after consultation with the relevant students' self-government body and doctoral students' self-government body.

2. The applicant shall indicate in the application the preferred order of the dormitories in which they are requesting a place. The Vice-Rector shall allocate places as far as possible according to the applicant's preference.

3. The applicant shall be responsible for providing reliable evidence on complying with the required prerequisites for allocating a place in the dormitory.

4. ⁶The Vice-Rector shall refuse to grant a place in the dormitory or in the Academic Staff Hall of Residence [pl. DPN] to a person who:

- 1) has grossly violated the rules of social conduct or the house rules of the dormitory or the Academic Staff Hall of Residence;
- 2) has committed a crime, misdemeanour or disciplinary offence on the premises of the dormitory or the Academic Staff Hall of Residence, or against its resident or employee;
- 3) has endangered or threatened the health or life of fellow residents or employees of the dormitory or the Academic Staff Hall of Residence;
- 4) has not fulfilled their obligation to pay the fees associated with residence in the dormitory or the Academic Staff Hall of Residence.

5. At the request of the council of residents or the manager, the Vice-Rector may refuse a place in the dormitory on grounds other than those mentioned in section 4.

6. The Vice-Rector may refrain from refusing to allocate a place in the dormitory to a person referred to in section 4 if there is no risk of recurrence of the deficiencies listed in that provision.

7. In the event of gross and persistent behaviour as referred to in section 4, the Vice-Rector may deprive the student or doctoral student of the right to apply for and to live in the dormitory, including the use of guest rooms and free overnight accommodation at other resident's room.

§ 16

1. An applicant may be offered a place in the dormitory for up to ten months per academic year, with the possibility of obtaining accommodation from July to September according to the provisions set out in § 33, section 1.

2. Taking into account the year-round nature of the research work, doctoral students are given a place in a dormitory until the planned end of their doctoral studies period.

⁶As amended by § 1, point 5 of Ordinance, referred to in footnote 2.

3. ⁷The person who has been allocated a place in the dormitory shall be granted access in the USOS system to the data contained in the issued accommodation referral, which include information on:

- 1) the assigned dormitory;
- 2) the start date from which the place has been allocated, hereinafter referred to as the "date of place allocation";
- 3) the end date until which the place has been allocated, hereinafter referred to as the "check-out date";
- 4) the validity date of the referral.

4. ⁸Confirmation of the referral requires payment or transfer of the reservation fee, subject to the provision of § 20, section 7.

5. ⁹The referral shall constitute the basis for accommodation in the dormitory within the period specified in accordance with § 22, section 1.

§ 17

1. A place in the dormitory is given first priority to:

- 1) a student admitted to the first year of first-cycle or long-cycle studies in the year in which the matriculation examination is taken, who is a laureate or finalist of a central-level olympiad, a laureate or finalist of a national or international competition listed in a resolution of the Senate of the University of Warsaw on detailed rules for the admittance to university of laureates and finalists of central-level olympiads and laureates and finalists of national and international competitions
 - for students admitted to the first year of studies in the year in which they took the matriculation examination and who will commence their studies in the following academic year;
- 2) a student who received a social scholarship or the increased amount of the social scholarship in the academic year preceding the academic year for which a place in the dormitory is to be allocated;
- 3) a student who received - in the case of those studying in the first year of first-cycle or long-cycle studies -
 - a school scholarship or other benefit for a person in a difficult financial situation, in the academic year preceding the academic year for which a place in the dormitory is to be allocated;
- 4) a student whose average monthly income per person in the family entitles them to a social scholarship in the academic year for which a place in the dormitory is to be allocated;

2. ¹⁰Following the application of the provisions set out in section 1, a place in the dormitory, within the remaining pool of places, shall be allocated to the applicant who scores the highest number of points on the basis of the following list of criteria:

- 1) continuous residence in the dormitory indicated in the application as the first preference for at least 90 days between 1 October and 30 June of the academic year preceding the academic year for which the place in the dormitory is to be allocated - 90 points;

⁷Added by § 1, point 6 of Ordinance, referred to in footnote 2.

⁸Added by § 1, point 6 of Ordinance, referred to in footnote 2.

⁹Added by § 1, point 6 of Ordinance, referred to in footnote 2.

¹⁰As amended by § 1, point 7, letter a of Ordinance, referred to in footnote 2.

- 2) continuous residence in the dormitory other than the one specified in the application for the first place for at least 90 days between 1 October and 30 June of the academic year preceding the academic year for which the place in the dormitory is to be allocated - 60 points;
- 3) distance from the applicant's place of permanent residence to the University (Warsaw, 26/28 Krakowskie Przedmieście Street), taking into account actual transport routes, greater than 150 km – 80 points;
- 4) distance from the applicant's place of permanent residence to the University (Warsaw, 26/28 Krakowskie Przedmieście Street), taking into account actual transport routes, greater than 90 km but not exceeding 150 km – 50 points;
- 5) distance from the applicant's place of permanent residence to the University (Warsaw, 26/28 Krakowskie Przedmieście Street), taking into account actual transport routes, greater than 40 km but not exceeding 90 km – 30 points;
- 6) orphanhood or semi-orphanhood of the applicant under the age of 25 – 120 points;
- 7) the applicant under the age of 25 being raised in foster care (reaching the age of majority while in foster care or residing in foster care at the time of application) – 120 points;
- 8) the applicant under the age of 25 being brought up by a single parent - 120 points;
- 9) single parenthood of a child under the age of 19 by the applicant – 120 points;
- 10) obtaining a monthly income per person in the family not exceeding 60% of the minimum remuneration for work in force as of 1 January of the year preceding the academic year for which a place in the dormitory is to be allocated, pursuant to the Act of 10 October 2002 on the Minimum Remuneration for Work (consolidated text: Journal of Laws of 2024, item 1773) – 120 points;
- 11) studying in individual interdisciplinary studies or in more than one field of studies in the academic year preceding the academic year for which a place in the dormitory is being allocated – 5 points;
- 12) receipt of the Rector's scholarship in the academic year preceding the academic year for which a place in the dormitory is to be allocated - 30 points;
- 13) receipt of the Minister's scholarship referred to in Articles 359 or 360 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended), in the academic year preceding the academic year for which a place in the dormitory is being allocated, confirmed by a scholarship award decision, diploma, or payment confirmation – 60 points;
- 14) receipt of the Prime Minister's scholarship, the scholarship of the Minister of Education for outstanding educational achievements, or the scholarship of the Minister for Culture and National Heritage for artistic achievements, in the academic year preceding the academic year for which a place in the dormitory is being allocated, confirmed by a scholarship award decision, diploma, or payment confirmation – 60 points;
- 15) active participation in student or doctoral student self-government bodies elected by universal suffrage at the University, excluding the Council of Residents, or serving as a representative in collegiate bodies and other University bodies for at least four months in the academic year preceding the academic year for which a place in the dormitory is being allocated, confirmed by a certificate from the University Electoral Committee or the chairperson of the student or doctoral student self-government body, as appropriate – 5 points;
- 16) active participation in the council of residents for at least four months in the academic year preceding the academic year for which a place in the dormitory is

- being allocated, confirmed by a certificate issued by the dormitory manager or the chairperson of the students' self-government body – 20 points;
- 17) regular volunteering activity as a volunteer at the Volunteer Centre of the University of Warsaw (UCW UW) in the academic year preceding the academic year for which a place in the dormitory is being allocated, confirmed by a certificate issued by UCW UW – 5 points;
 - 18) representing the University in artistic activities or sport competitions in the year preceding the academic year for which a place in the dormitory is to be allocated, confirmed by a diploma issued by the organisers documenting placement or participation in the competitions, or by a certificate issued by the relevant cultural organisation of the University or AZS UW – 20 points;

3. ¹¹In a situation where applicants score the same number of points, the allocation of a place shall be determined by the greater distance of the applicant's permanent place of residence to the University (Warsaw, 26/28 Krakowskie Przedmieście Street), taking into account actual transport routes.

4. For foreign students who do not come from a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area, the criterion referred to in section 1, point 4 shall not be taken into account.

5. ¹²The principles applicable to determining the composition of the applicant's family, defining and calculating the monthly income per person in the applicant's family, and documenting the financial and income situation shall be applied in the same manner as for applications for a social scholarship at the University, with the provisions concerning students applying correspondingly to doctoral students.

6. ¹³The criteria referred to in section 2, points 1 and 2 shall not apply to a student (including a person admitted to the studies) who has reached the age of 30 and is not simultaneously a doctoral student (including a person admitted to a doctoral school). If the applicant simultaneously meets the criteria specified in section 2, points 1 and 2, points shall be awarded only once, as for the fulfilment of one of these criteria — in the manner most advantageous to the applicant.

¹¹As amended by § 1, point 7, letter a of Ordinance, referred to in footnote 2.

¹²Added by § 1, point 7, letter a of Ordinance, referred to in footnote 2.

¹³Added by § 1, point 7, letter a of Ordinance, referred to in footnote 2.

§ 18¹⁴

1. For persons who have a long-term physical, mental, intellectual or sensory impairment which may, in interaction with various barriers, hinder their full and effective participation in society on an equal basis with others, a place in the dormitory shall be allocated on the basis of the following criteria:

- 1) degree of disability verified by a certificate on the degree of disability or by a certificate referred to in Articles 5 and 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (consolidated text: Journal of Laws of 2025, item 913) — a certificate issued by a Social Insurance Institution (ZUS) medical examiner, a certificate of classification into one of the disability groups, or a certificate of permanent or long-term incapacity for work in agricultural holding:
 - a) no certificate - 0 points;
 - b) mild impairment - 10 points;
 - c) moderate impairment - 20 points;
 - d) severe impairment - 30 points,
 - e) an indication in the certificate on the degree of disability issued by the competent municipal, district, or voivodeship disability adjudication board of the need for accommodation in a single room (*item 10 – right to reside in a separate room – required*) – 40 points;
- 2) health condition, including ongoing treatment:
 - a) needs related to undergoing rehabilitation or implementing medical recommendations requiring regular application – 10 points;
 - b) support from an assistant in activities of daily life - 10 points;
- 3) requirements referring to the infrastructure available in the room, the building and its surroundings:
 - a) separate bathroom facilities - 10 points;
 - b) contraindications to the use of shared facilities, e.g., kitchens and refrigerators - 10 points;
 - c) requirements referring to room and building architectural accessibility - 10 points;
- 4) needs in terms of social functioning:
 - a) indications of accommodation in a single room - 10 points;
 - b) indications of the need to calm down, to avoid overstimulation - 10 points.

2. The assessment of the criteria set out in section 1, points 2 to 4 shall be made on the basis of an individual analysis of the documentation and an interview with the applicant conducted by an employee of the university-wide administration unit relevant for persons with disabilities.

3. Assessment of individual areas of functioning shall be made on the basis of medical records, medical certificates, specialist opinions and questionnaires on the functional assessment of the consequences of the health condition.

¹⁴As amended by § 1, point 8 of Ordinance, referred to in footnote 2.

4. Points concerning accommodation in a single room arising from the fulfilment of the criteria specified in section 1, point 1, letter e and point 4, letter a may be awarded to the applicant simultaneously only if the indication for residing in a single room results from two distinct health-related reasons. If, however, the indications concern a single medical condition, points shall be awarded only once, as for the fulfilment of one of these criteria — in the manner most advantageous to the applicant.

5. Points concerning accommodation in a single room arising from the fulfilment of the criteria specified in section 1, point 1, letter e may be awarded jointly with points granted on the basis of the criteria indicated in section 1, point 1, letters b, c, or d.

6. In a situation where applicants referred to in section 1 score the same number of points, the allocation of a place shall be determined by the greater distance of the applicant's permanent place of residence to the University (Warsaw, 26/28 Krakowskie Przedmieście Street), taking into account actual transport routes.

Chapter 5

Fees and accommodating procedure

§ 19

1. The amount of the fees related to accommodation in the dormitory, including the reservation fee and the procedure for exemption from the fees applicable in the following academic year, shall be determined by the Rector in a decision upon consultation with the relevant students' self-government body or doctoral students' self-government body.

2. ¹⁵The amount and types of fees not included in the decision referred to in section 1, in particular disciplinary fees for breaches of order in the dormitory, shall be specified in the house rules — excluding the accommodation fee and the fees referred to in §6 (hotel rates).

3. The dormitory accommodation fees shall be paid by the resident by transfer to a bank account designated by the University by the 20th of each month.

4. The resident whose place in the dormitory was allocated from the first day of the month shall be required to pay the fee for the whole month, even in the case of accommodation at a later date, unless the manager, upon a justified request of the resident, consents to the payment of the fee in the amount for the period from the date of accommodation to the end of the month.

5. ¹⁶If the allocation of a place is made later than the first day of the month, the resident shall be required to pay the fee for the period from the date of the place allocation to the end of the month. If a place is allocated after the 20th day of the month, the fee (according to daily rates) for that month shall be paid within seven days of the allocation of the place.

¹⁵As amended by § 1, point 9, letter a of Ordinance, referred to in footnote 2.

¹⁶As amended by § 1, point 9, letter a of Ordinance, referred to in footnote 2.

6. If payment for a place in the dormitory is delayed, interest will be charged at the statutory rate. In particularly justified cases, the manager may agree to postpone the payment deadline as well as exempt the resident from paying interest.

7. ¹⁷The daily rate for each day of stay in the dormitory shall be 1/30 of the fee for residing in the given dormitory, in a room of the specified standard.

§ 20

1. The reservation fee is used to secure the booking of a place and to cover any damage caused by the resident.

2. The reservation fee shall be paid to the bank account number indicated in the Rector's communication, no later than seven working days after receipt of information on the allocation of a place, but no later than the day of accommodation. Failure to pay the reservation fee shall result in the loss of the place allocated to the applicant in the dormitory. In the event of non-accommodation by the specified date, the reservation fee shall be forfeited.

3. The reservation fee shall be refunded by transfer to the resident's bank account or in cash no later than 10 days from the date of check-out, after the resident has settled their financial obligations related to residence in the dormitory.

4. ¹⁸If a resident is checked out before the end of one month from the date of their accommodation or the start of the current academic year - whichever of these dates falls later - the previously paid reservation fee shall not be subject to the refund referred to in section 3 and shall be forfeited, unless the resident is accommodated in another University dormitory and the corresponding reservation fee is paid within seven days from the date of check-out.

5. ¹⁹Residents who have been allocated a place for the following academic year in the same dormitory in which they are currently accommodated during the summer holidays, under the provisions specified in § 33 of these rules and regulations, may submit a request to the dormitory manager to transfer the reservation fee to the following academic year no later than three working days before the deadline for paying the reservation fee for the following academic year.

The dormitory manager may refuse to approve the transfer of the reservation fee if the resident is in arrears with their payments for the dormitory accommodation or has not settled charges for damages caused.

6. ²⁰In the event that a place is granted in a dormitory other than the current one, the provisions of section 5 shall not apply.

7. ²¹If the existing reservation fee, transferred in accordance with section 5, is lower than the required reservation fee for the following academic year, the resident shall be obliged to pay the difference by the original reservation fee payment deadline. The provisions of section 2 shall apply accordingly.

¹⁷Added by § 1, point 9, letter c of Ordinance, referred to in footnote 2.

¹⁸Added by § 1 of Ordinance No. 102, referred to in footnote 1.

¹⁹Added by § 1, point 1 of Ordinance, referred to in footnote 18.

²⁰Added by § 1, point 1 of Ordinance, referred to in footnote 18.

²¹Added by § 1, point 10 of Ordinance, referred to in footnote 2.

§ 21

1. ²²In the case of accommodation for the new academic year before 1 October, the resident shall pay a fee equal to the daily rate for each day of stay in the dormitory prior to that date, subject to section 2, within the same deadline as for the October residence fee.

2. The minimum period of accommodation is 14 continuous days. If the resident is accommodated for a shorter period, the hotel rates in force at the respective dormitory shall apply.

3. If the resident does not pay the accommodation fee for at least one month, the manager shall call on the resident in writing requesting the payment of the outstanding amounts. The written notice demanding settlement of outstanding payments shall be prepared in accordance with the template specified in the USOS system. The written notice shall be issued in Polish, and in the case of foreign students, in both Polish and English. The notice shall include a time limit of at least one month for payment of the amount due and a warning of the possible sanction in the form of losing the allocated accommodation. The notice shall be handed in at the reception of the dormitory, or, if this is not possible, sent by registered mail.

4. In the event of the expiry of the time limit referred to in section 3, the manager may evict the student or the doctoral student from the allocated accommodation. The manager shall immediately inform the Vice-Rector of the decision.

§ 22

1. The person who has been allocated a place in the dormitory shall move in into the accommodation in accordance with the deadlines specified in the Vice-Rector's communication or indicated by the university-wide administration unit which allocates the place. Once the deadline for accommodation has passed, the allocated place reverts to the available pool of places. Failure to move in twice by the deadline may result in forfeiture of the right to re-acquire a place in the dormitory.

2. ²³The room to be accommodated shall be indicated to the resident by the dormitory manager. As far as possible, the resident's preference for co-residents or room type shall be taken into account. In the case of foreign residents, rooms shall be indicated, where available, in such a way as to foster integration with students or doctoral students from Poland and persons other than their own nationality. Guidelines regarding priority in the allocation of single rooms may be specified in the dormitory house rules.

3. The resident may appeal against the designation of a room for accommodation. The appeal shall be submitted in writing to the manager within three days of the room being designated. If possible, the manager indicates a place in another room.

²²As amended by § 1, point 11 of Ordinance, referred to in footnote 2.

²³As amended by § 1, point 12, letter a of Ordinance, referred to in footnote 2.

4. ²⁴The student or doctoral student whose internship or other legitimate circumstances make it impossible to accommodate them within the time-frame indicated in section 1 must provide a written or email notice informing about this circumstance, at least one day in advance of the day by which they could be accommodated, stating the documented planned date of moving in into the allocated accommodation. Failure to notify or notification after the expiry of the referral shall be treated as a cancellation of the allocated place.

5. The manager may decide to withhold accommodation from a person who has grossly breached the provisions of these Rules and Regulations pending consideration of the matter by the Vice-Rector.

§ 23²⁵

A detailed description of the accommodation and check-out procedure is set out in Appendix No. 1 to these Rules and Regulations. "The resident shall be considered checked out once they have completed all procedures required by the dormitory in connection with checking-out procedure and have settled all the outstanding amounts due to the dormitory.

§ 24

1. In justified cases, the manager shall re-accommodate the residents after notifying the council of residents. The manager shall inform the residents affected by the re-accommodation in writing or by e-mail. The resident shall be given a period of not less than three working days to change rooms.

2. During the examination session period, if the co-resident moves out from the accommodation before the date specified in the referral, the manager may accommodate another person in this place or re-accommodate the resident with their consent, giving them three working days to change rooms. If the resident does not change rooms within three working days, they shall be obliged to pay the hotel rate for each day exceeding the indicated deadline. In justified cases, at the request of the student or doctoral student, the manager may extend the deadline for re-accommodation.

3. The re-accommodation may take place to a room for which the accommodation fee is not higher than the existing one, unless the resident agrees to live in a room for which the fee is higher. As far as possible, the re-accommodation shall take place to a room of the same standard and number of residents, unless the resident wishes otherwise.

Chapter 6 Dormitory House Rules

§ 25

1. The resident shall be obliged to leave their room keys at the reception each time they leave the premises of the dormitory. The key shall be issued only to the resident or to a person authorised in writing by the resident to enter the room.

²⁴As amended by § 1, point 12, letter a of Ordinance, referred to in footnote 2.

²⁵As amended by § 1, point 13 of Ordinance, referred to in footnote 2.

2 A template of the authorisation referred to in section 1 is attached as Appendix No. 2 to these Rules and Regulations.

§ 26

1. ²⁶Disturbing the dormitory quiet hours is strictly prohibited. The dormitory quiet hours are in effect between 22:00 and 6:00, unless otherwise provided by the dormitory's house rules. The Council of Residents, in agreement with the dormitory manager, may periodically set a different quiet hours or designate certain days of the year on which they do not apply. Notices specifying the hours during which quiet hours are in effect, as well as announcements concerning any exceptions referred to in the preceding sentence, shall be posted in both Polish and English within the dormitory premises.

2 Meetings in the rooms take place with the consent of the co-residents and last no longer than until the mandatory quiet hours in force in the dormitory.

3 The manager may grant permission for an extension of the meeting at the written request of the resident as long as it is not disruptive. In the event of objections from room or segment co-residents, the above consent may be withdrawn.

4 The manager may, in justified cases, prohibit the entry of a guest who has violated or is violating these Rules and Regulations or the house rules.

5 An extension of the meeting duration during the examination session shall not be permitted.

6 The manager, in consultation with the council of residents, may at the council's request or on the manager's own initiative designate permanent or periodic areas in the dormitory to be used by the residents for specific purposes.

§ 27²⁷

1. The resident, having obtained prior consent from the co-residents of the room or segment — even in their absence on the day of the overnight stay — and from the dormitory manager, may allow their guests up to three free overnight stays per month. In exceptional and justified cases, it is possible to obtain individual consent from the manager to increase the number of free overnight stays for a resident.

2. The person exercising guest privileges shall be entitled to a total of three free overnight stays in the given dormitory per month.

3. ²⁸Once the resident or guest has used up their allotted free overnight stays, each additional overnight stay in the same month shall require renewed consent as referred to in section 1 and shall be subject to the accommodation fee. The amount of the accommodation fee in the given dormitory, not exceeding two and a half times the minimum daily rate for each day of stay in the respective dormitory or half of the hotel rate in the respective dormitory, shall be determined by the manager in consultation with the chancellor, after consultation with the council of residents, and announced in accordance with §31, section 4.

²⁶As amended by § 1, point 2 of Ordinance, referred to in footnote 18.

²⁷As amended by § 1, point 14 of Ordinance, referred to in footnote 2.

²⁸As amended by § 1 of Ordinance, referred to in footnote 2.

4. If the number of the guest's overnight stays in a month exceeds seven days, hotel rates for that dormitory, as referred to in §6 and taking into account the room standard, shall apply to any additional overnight stays in that month.

5. Residents may receive visitors (guests) outside of quiet hours. A visitor who remains on the dormitory premises after the start of quiet hours without the consent of the manager or the council of residents, shall be charged for the overnight stay at the highest hotel rate applicable in the respective dormitory, as referred to in §6.

6. The resident receiving guests is responsible for their stay in the dormitory. If the guest fails to pay, that fee shall be charged to the resident.

7. In particularly justified cases, the manager shall have the right to refuse overnight guests.

8. All of the above rules shall also apply during the holiday period. Detailed procedures related to granting overnight stays and templates concerning the reception of guests may be specified in the house rules.

9. The house rules may specify different principles and procedures regarding the reception of guests who are residents of other University dormitories, in particular with respect to fees, staying on the premises after the start of quiet hours, and participation in gatherings.

§ 28

1. ²⁹The dormitory maintains a guest book, noting the entries and exits of guests visiting the residents. The visitor (guest) shall be required to enter their personal data legibly (name and surname, series and number of identity card or passport, nationality), as well as the name and surname of the person accepting the guest, and to show proof of identity upon request from the dormitory staff. The resident receiving the guest shall be obliged to be present when the guest registers in the guest book.

2. The guest book can be maintained in an electronic form.

§ 29

1. The resident is obliged to keep the room or segment and the rooms of general use clean and tidy.

2. The dormitory resident assumes full responsibility for the property entrusted to them and is obliged to return it in unaltered condition in terms of quantity and quality within the framework of ordinary management. The residents are individually responsible for the condition of their room or segment, its furnishings, the bedding and equipment they receive and the facilities and common areas, and, if the perpetrator of any damage cannot be established, shall be jointly charged in equal shares.

3. The valuation of the damage is based on the actual cost of repairing or replacing the equipment. The decision to repair or replace is made by the manager. The resident is charged with the equivalent of the damage done. The manager shall inform the resident of the charge imposed in writing or by email. The fee shall be

³¹As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

³²As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

paid within a period of not less than seven days from the date of notification. A template of the request for payment is attached as Appendix No. 3 to these Rules and Regulations.

4. In the event commission that it is not possible to enforce the resident for the damage caused, the manager deducts its equivalent from the reservation fee. If the amount owed exceeds the reservation fee, the resident will be charged an additional fee. If the cost of repairing the damage is deducted from the reservation fee, the resident is required to top up the reservation fee to the original amount within 14 days. A template of the request for payment is attached as Appendix No. 3 to these Rules and Regulations.

5. The occupant is obliged to bring the room or segment to its pre-occupancy condition prior to checking out. A committee handover of the room or segment before checking out is carried out by the dormitory staff in the presence of the resident.

6. The resident is obliged to report to the manager and the council of residents if other residents damage the property of the dormitory.

§ 30

1. Any defects occurring in the rooms shall be reported immediately in writing at the reception.

2. By reporting an emergency situation, the resident allows entry to the room or segment also in their absence.

3. Failure to report a defect by the resident which causes damage to room furnishings or building infrastructure shall be charged to the residents of the room or segment concerned or to the residents of the floor concerned. The provision of § 29, section 3 applies accordingly. The provision does not apply if the resident had no way of knowing about the defect despite exercising due diligence.

§ 31

1. The dormitory shall not be held responsible for residents' personal belongings.

2. After checking out, the resident is not allowed to leave their personal belongings in the dormitory.

3. ³⁰A depository for residents' belongings may be kept on the dormitory premises. Detailed rules for its use shall be specified in the house rules or, if not regulated therein, determined by the manager in consultation with the Council of Residents, upon the approval of the Vice-Rector.

4. Notices and announcements from the dormitory administration and the council of residents addressed to the residents are posted on notice boards and sent by e-mail. Notices and announcements shall be drafted and published in Polish and English. The provision applies to these Rules and Regulations, as well as to the house rules of the dormitory.

§ 32

³¹As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

³²As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

Checking out of the residents means also checking out of their spouse and other persons referred to in § 14, section 3, if they are not students or doctoral students of the University.

Accommodation during holidays and retake examination session

§ 33

1. ³¹A student shall have the right to extend their accommodation in the dormitory, on the same terms as during the regular period, for the duration of the holidays or the summer re-sit examination session period. An application for the extension of accommodation shall be submitted to the manager by 31 May, indicating in the application the proposed new check-out date, and in the case of an application for the summer re-sit examination session period - also the proposed date of re-accommodation. In particularly justified cases, especially if a course is not passed on the first attempt, the manager may grant consent to accept the application after the deadline. The manager may accommodate the student in a different room from the one previously occupied.

2. Residence during the holidays is only possible if the dormitory has vacancies during this period.

3. ³²The manager shall communicate a refusal of the application referred to in section 1 to the student either in paper form or via email, no later than 15 days after the application deadline, and in the case of applications submitted after the deadline — immediately, but no later than seven days from the date of submission.

4. The doctoral students are entitled to live in a dormitory throughout the year. The doctoral student may be accommodated during holidays or examination sessions in a different room from the one previously occupied. Accommodation of the doctoral student in a dormitory other than the one in which the doctoral student lives is only possible in exceptional circumstances upon a justified request by the doctoral student.

5. Priority for accommodation in the period from July to September shall be given to the students or doctoral students previously living in the respective dormitory, provided that they have not violated the provisions of these Rules and Regulations or the house rules.

³¹As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

³²As amended by § 1, point 16, letter a of Ordinance, referred to in footnote 2.

6. ³³The period of accommodation during the summer retake examination session lasts no longer than till 15 September, providing that the students who have been allocated a place in the respective dormitory for the following academic year shall not be checked out for the last two weeks of September. In such a case, the manager may designate a different room to the one previously occupied by the student. For this period, the resident shall pay a fee equal to the daily rate for each day of stay in the dormitory.

7. The manager may refuse accommodation from July to September to the resident who is in arrears with their dormitory fees or who violates the provisions of these Rules and Regulations.

Chapter 8 Loss of the dormitory place

§ 34

1. The Vice-Rector may revoke the decision to allocate a place in the case of:

- 1) gross violation by the resident or their guest of the provisions of these Rules and Regulations or the house rules;
- 2) allowing an unauthorised person to reside;
- 3) gross violation of the rules of social conduct.

2. ³⁴In particularly justified cases, due to a gross violation by the resident or their guest of the provisions of these rules and regulations or the house rules, the manager may remove the resident from the list of residents, with the unanimous consent of the council of residents (in the case of students) or the relevant doctoral student self-government body (in the case of doctoral students); the resident shall reserve the right to complain against the manager's decision to the Vice-Rector (via the manager) within seven days of receiving the decision. In the absence of unanimous consent from the competent body of the relevant self-government, the manager shall refer the matter to the Vice-Rector, who shall make a decision; within seven days of receiving the Vice-Rector's decision, the resident may submit a request for reconsideration of the case to the Vice-Rector (via the manager). Filing the complaint does not suspend the implementation of the decision. The decision issued after the consideration of an appeal or a request for reconsideration of the case, as appropriate, shall be final.

3. Furthermore, the student or doctoral student may lose their place in the dormitory in the case of:

- 1) losing their status as a student or as a doctoral student;
- 2) having been suspended in their rights of a student or a doctoral student.

4. In the cases referred to in:

- 1) sections 1 and 2 - the resident leaves the dormitory within the period no longer than three working days from the date of losing their place in the dormitory;
- 2) section 3 - the resident leaves the dormitory within the period no longer than 14 working days from the date of losing their place in the dormitory.

³³As amended by § 1, point 16 of Ordinance, referred to in footnote 2.

³⁴As amended by § 1, point 17 of Ordinance, referred to in footnote 2.

5. In the cases referred to in section 1, points 2 and 3, the resident loses their right to apply for a place in the dormitory for the current and next academic year.

6. Removal from the list of residents of a person studying at another university due to gross violation by that person or by their guest of these Rules and Regulations, the house rules or the rules of social coexistence is carried out by the Vice-Rector. In addition, the home university of the student may be informed of the removal and the reasons for it. The provision shall also apply respectively to the doctoral students.

Chapter 9 Final provisions

§ 35

Decisions on the allocation of places in the dormitories taken on the basis of these Rules and Regulations shall not be subject to the provisions of the Code of Administrative Procedure.

§ 36

Whenever the recovery of debts from the residents is required, the provisions of the Civil Code shall apply.

§ 37

1. Any amendments to these Rules and Regulations shall take place after consultation with the heads of the relevant university-wide administrative units related to the operation of the dormitories, the managers of the dormitories, the councils of residents and the relevant student or doctoral student self-government bodies.

2. The opinions referred to in section 1 shall be given within the deadline indicated by the Vice-Rector, however, no shorter than 14 days. In the absence of the opinions within the time limit, the amendments shall be deemed to have been submitted.

3. ³⁵The provisions of Article 95, section 2 of the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text: Journal of Laws of 2024, item 1571, as amended) shall apply accordingly to these rules and regulations.

³⁵ Added by § 1, point 18 of Ordinance, referred to in footnote 2.

to the Rules and Regulations of the Student Halls of Residence at the University of Warsaw

DORMITORY ACCOMMODATION PROCEDURE

§ 1

The room or segment in which the resident is accommodated shall be ready for habitation, i.e. clean fitted with technically efficient equipment.

§ 2

1. Following accommodation, the resident shall in person:

- 1) present their identity card, passport, visa, if required, and proof of payment of the reservation fee to the dormitory administration;
- 2) deliver two photographs of an identity card format;
- 3) fill in a personal questionnaire;
- 4) become acquainted with the Rules and Regulations of the Student Halls of Residence at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", and to sign it which would be tantamount to respecting it;
- 5) fill in the documents and consents referring to accommodation.

2. In the case of a minor student, the details of a contact person residing in Poland must be provided. The above contact details shall be accompanied by the person's consent to their data being transferred.

3. The manager may decide to withhold accommodation from a person who, despite receiving a referral:

- 1) is in arrears with the payment of an accommodation fee in any dormitory for previous years;
- 2) has not paid the reservation fee;
- 3) has not presented the identity documents and refused to become acquainted with the Rules and Regulations by failing to sign it which would be tantamount to respecting it;
- 4) has committed gross violation against the Rules and Regulations in the previous academic year or has been removed from the list of residents under the Rules and Regulations;
- 5) provided false data at the application stage for allocating a place in the dormitory.

4. When accommodating, the resident:

- 1) receives a resident's card, which entitles them to collect a key to their room and communal areas and to borrow communal equipment;
- 2) receives the key or key card for entry, bedding and equipment;
- 3) shall inspect the condition of the room or apartment and inform the staff member of the dormitory immediately, but not later than within 24 hours, of any irregularities, damage or defects which have been noticed.

§ 3

1. The resident takes full responsibility for the property entrusted to them and is obliged to return it in an unaltered state in terms of quantity and quality within the framework of ordinary management.

2. The residents are responsible for the condition of the room or segment and the common areas. It is their responsibility to clean their room and the common areas in the segment before check-out. If damage or devastation is discovered and the perpetrator cannot be identified, the residents of the room or segment in question are charged together in equal shares.

3. The resident lives in the room in which they are accommodated. Room reassignments can only be made by the manager. The dormitory residents may not arbitrarily make changes to the above.

4. In the event of conflict between the residents of a room or segment, the manager has the right to reassign the residents to another room or segment, including in the event of disruptive behaviour by one of the co-residents, including breaches of the rules of social conduct.

5. The rule indicated in section 4 shall also apply in the event of disruptive behaviour by one of the co-residents, including breaches of the rules of social conduct.

DORMITORY CHECKING-OUT PROCEDURE

§ 1

1. If the resident intends to check out before the date specified in the referral, they should report this to the dormitory administration by e-mail or in person no later than five days before the planned check-out. Once notified, the resident pays the daily rate for each day of residence in the dormitory.

2. If the resident gives less than five days' notice of checking out, they will be charged an additional fee equivalent to the total of five daily rates for the dormitory stay.

3. If the resident checks out after the twentieth day of the month, they are charged for the entire month.

4. On checking out, the resident shall:

- 1) collect the circulation slip from the reception or administration and obtain the signatures required on the sheet;
- 2) pay all fees accrued in the USOS system by the check-out date;
- 3) return the equipment taken and restore the room or segment to its pre-occupancy condition, i.e. tidying up, cleaning the furniture, washing the fridge after defrosting, washing the doors and floors. In the case of a segment, the cleaning of the common areas is required for the completion of the settlement procedure. If the room or segment has other occupants, the resident shall present a statement that no objections have been made to the condition of the room or segment;
- 4) report to the administration with the signed circulation slip during check-out hours, up to a maximum of 2 p.m., return the key, the resident's card and the access card if one has been collected;
- 5) the reservation fee will be refunded after the dormitory has been settled by transfer to the resident's bank account or by cash no later than 10 days.

§ 2

1. If a resident checks out without notifying the administration, their belongings will be listed and packed by a committee. A committee shall be appointed by the manger. Items are kept in a secure and designated place until they are collected by the student or doctoral student, but for no longer than one year. After this period, the items are considered abandoned and are disposed of. Minutes of the process of disposing such items shall be drawn up. Left-over food products are disposed of immediately.

2. If the resident fails to fulfil their obligation to check out, the manager or a member of the dormitory staff designated by the manager is entitled to have the resident's belongings transferred to the dormitory storage facility by a committee. A committee of at least three people shall draw up a packing report. The items will be stored for 90 days. The resident can only collect their belongings in person and after completing all the formalities for checking out. Left-over food products are disposed of immediately.

3. In the case of any arrears with the payment of an accommodation fee, the belongings can be collected as soon as the fee has been paid.

4. If the room or segment is left without the final settlement, the manager, or the person designated by the manager, shall oversee the return of the room by committee. On the basis of remarks made in the protocol regarding equipment shortages, damage to equipment or the room, the resident shall be charged for the cost of repair or renovation.

to the Rules and Regulations of the Student Halls of Residence at the University of Warsaw

TEMPLATE

Warsaw,

AUTHORISATION TO COLLECT KEY

Pursuant to the provision of § 25, section 2 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw, hereinafter referred to as the "Rules and Regulations":

I hereby authorize Mr/Ms*
(name and surname)

Holder of identity document No.
(identity document number)

to collect the key to my room number at the Dormitory No. on
..... (provide the date)

I have obtained my roommate's consent as evidenced by this signature:

Consent of roommate(s) for an authorised person to stay in the room	1)
	2)
	3)
	4)
	5)

* delete as appropriate

Statement

I, the undersigned, declare that I have read and understand the rules for the reception of guests as set out in the Rules and Regulations and in the house rules of the dormitory. In particular, I am aware that transferring a room space to someone other than those entitled to it for the purpose of permanent stay is strictly prohibited.

Signature of person authorised to collect the key	
Annotations of the dormitory administration:	

to the Rules and Regulations of the Student Halls of Residence at the University of Warsaw

TEMPLATE

Warsaw,

name and surname

student ID number

Dormitory No., Room.....

NOTICE FOR PAYMENT / REPEATED NOTICE FOR PAYMENT*

I call upon you to pay the amount due of **PLN**

- **for damage to property on the University of Warsaw dormitory premises** pursuant to the provision of § 29, section 4 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw*,
- **for the supplement to the reservation fee** pursuant to the provision of § 29, section 5 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw*.

The amount due was determined as at the date of issuing the written notice.

Payment should be made to your individual resident account/denominated bank account number* by

Bank account No.:

If you do not pay your debts to the dormitory by the deadline, you will be removed from the list of residents. In the event of non-payment, the matter will be taken to court, with the consequence that you will be charged court costs and further interest.

* delete as appropriate