

ORDINANCE 65/2025

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of May 16<sup>th</sup> 2025

concerning the rules and regulations for allocation of student residence accommodation  
at the University of Szczecin

Pursuant to Article 95 Item 2 the act of 20 July 2018 - The Law on Higher Education and Science (*Uniform text*: Journal of Laws from 2024, Item 1571, as amended), in agreement with the Student Government of the University of Szczecin, it is hereby ordered as follows:

**THE RULES AND REGULATIONS FOR ALLOCATION OF STUDENT RESIDENCE  
ACCOMMODATION AT THE UNIVERSITY OF SZCZECIN**

**Chapter I  
General Provisions**

**§ 1.  
[General Regulations]**

1. The rules and regulations for allocation of student residence accommodation at the University of Szczecin, hereinafter referred to as *the Rules*, outline the procedure for allocation of student residence accommodation at the University of Szczecin, hereinafter referred to as *the University*.
2. In order to ensure the proper implementation of the process of allocation of student residence accommodation, the Rector of the University may appoint the Coordinator responsible for the process of allocation of student residence accommodation.
3. The detailed responsibilities of the Coordinator shall be determined by the Rector.
4. The Coordinator's responsibilities shall be performed in cooperation with the Student Government, Student Residence Managers, and the relevant organisational cells and units of the University, including the Department of Support for Persons with Disabilities in matters related to allocation of student residence accommodation for persons with special needs and the Admissions Office in matters related to allocation of student residence accommodation for international students and Polish citizens with documents obtained abroad.

## § 2. [Definitions]

When used herein, the following terms shall have the following meaning:

- 1) the University – the University of Szczecin in Szczecin;
- 2) the University Housing Committee – the committee appointed by the Rector in order to carry out the student residence accommodation allocation procedure at the University of Szczecin;
- 3) the USSG Board– the University of Szczecin Student Government Board (*Zarząd SSUS*);
- 4) the SRC– the Student Residence Council of the University of Szczecin (*ROA*);
- 5) the Coordinator – the person responsible for coordination of the student residence accommodation allocation procedure at the University of Szczecin;
- 6) the SR Manager – Student Residence Manager;
- 7) the Schedule – the schedule of the qualification procedure for student residence accommodation allocation for the following academic year;
- 8) the ACS module– the Admitted Candidate Support module (*OKPS*);
- 9) the OCR system– the Online Candidate Recruitment system (*IRK*);
- 10) *e-Akademik* – the University online system for handling student residence accommodation applications (Stage I and Stage 2, Round I);
- 11) the Scholarship and Reporting Section – the section of the Department of Student Affairs of the University of Szczecin responsible for awarding benefits from the scholarship fund;
- 12) the Scholarship Committee – the Scholarship Committee of the University of Szczecin appointed in accordance with the Rules & Regulations and Procedure for Awarding Benefits to Students of the University of Szczecin in the current academic year;
- 13) the student – a person holding the student status at the University of Szczecin;
- 14) a person admitted to studies – a person admitted to the first year of studies for the following academic year at the University of Szczecin, with the exclusion of persons referred to in Item 15 and 16;
- 15) a foreign national admitted to studies – a foreign national admitted to the first year of studies for the following academic year at the University of Szczecin;
- 16) a Polish citizen with documents obtained abroad – a holder of Polish citizenship admitted to the first year of studies for the following academic year at the University of Szczecin on the basis of documents obtained outside of the Republic of Poland;
- 17) the USSG President – the President of the Student Government Board of the University of Szczecin;
- 18) a person in need of special housing conditions – a person who has a long-term physical, mental, intellectual or sensory impairment, who holds a certificate of disability, a certificate on the degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (*Uniform text*: Journal of Laws from 2024, Item 44) or any other certificate confirming the need for an adaptation of a room, especially in terms of architecture, or accommodation with a personal assistant;
- 19) the Department for Support of Persons with Disabilities – an organizational unit of the University of Szczecin responsible for offering assistance to students with special needs,

as well as for supervising activities undertaken by other organizational units in order to provide students with special needs with the proper conditions required in order to ensure their full participation in the educational process on equal terms with others;

- 20) a room type – 1-person, 2-person, 3-person or 4-person room;
- 21) the deposit – the deposit referred to in § 15-20 herein.

### **§ 3.**

#### **[Eligibility Criteria for Student Residence Accommodation]**

1. Priority for student residence accommodation shall be granted to students whose daily commute to the University would render studying impossible or significantly challenging, and who are also in a difficult financial situation (recipient of Financial Assistance Scholarship).
2. Student residence accommodation shall be available to the following categories of applicants:
  - 1) full-time and part-time students of the University (together with their children);
  - 2) persons admitted to a study program, following the upload of a signed oath scan in the ACS module (together with their children);
  - 3) foreign nationals admitted to the University upon submission of a scanned copy of the signed student's oath in ACS module;
  - 4) Polish citizens with documents obtained abroad upon submission of a scanned copy of the signed student's oath in ACS module;
  - 5) married couples, where one of the spouses is a student of the University or a person admitted to studies;
  - 6) persons admitted to studies and students with disabilities, together with a personal assistant, upon approval of this form of support by the Head of the Department for Support of Persons with Disabilities.
3. Subject to availability, the University may also allocate student residence accommodation to persons other than listed in Item 2.
4. In the case referred to in Item 3, accommodation approval shall be granted by the Coordinator.

### **§ 4.**

#### **[Exclusions]**

1. Persons listed in § 3 Item 2 of the Rules may apply for the allocation of student residence accommodation, with the exclusion of the summer break period, subject to Items 2-5.
2. Permission for a student to reside in a student residence during the summer break shall be granted by the Coordinator.
3. A student or a person admitted to studies who is a professional soldier, who has undertaken studies on the basis of a referral from the competent military authority and has received support in connection with studying on the basis of the provisions on military service, soldiers called up for voluntary basic military service as referred to in Article 95 Item 4.1 of the Act of 11 March 2022 on the Defence of the Homeland (*Uniform text*: Journal of Laws

of 2024, Item 248), or professional soldiers performing military service at a military university in which they are studying, shall not be entitled to student residence accommodation.

4. A student or a person admitted to studies who is an officer of a state service in candidate service or an officer who has undertaken studies on the basis of a referral or permission from a competent superior and has received support in connection with studying pursuant to regulations on state service shall not be entitled to student residence accommodation.
5. A person who has been penalized with disciplinary expulsion from the University, as specified in Article 308 Item 5 of the Act of 20 July 2018 The Law on Higher Education and Science (*Uniform text*: Journal of Laws of 2024, Item 1571, as amended), shall not be entitled to student residence accommodation until the penalty has been expunged.

## **Chapter 2**

### **The University Housing Committee**

#### **§ 5.**

#### **[Composition and Appointment of the University Housing Committee]**

1. The University Housing Committee shall be appointed by the Rector upon request of the USSG President.
2. The University Housing Committee shall be composed of:
  - 1) the Coordinator – as the Chair;
  - 2) the Chair of the Scholarship Committee – as the Vice Chair;
  - 3) the Head of the Department for Support of Persons with Disabilities;
  - 4) at least three employees of the Scholarship and Reporting Section;
  - 5) at least four representatives of the SRC.
3. The University Housing Committee may pass decision with the quorum consisting of:
  - 1) the Vice Chair of the University Housing Committee, representatives of the SRC and the Head of the Department for Support of Persons with Disabilities;or
  - 2) the Chair of the University Housing Committee, employees of the Scholarship and Reporting Section, and the Head of the Department for Support of Persons with Disabilities.
4. Decisions of the University Housing Committee shall be adopted by a simple majority in the presence of at least half of the quorum specified in Item 3.
5. Sessions of the University Housing Committee shall be recorded in Minutes, which must be signed by all the attendees. Attached to the Minutes shall be the Attendance List with signatures of all the attendees.

**Chapter 3**  
**Rules and Procedure for Allocation of Student Residence Accommodation**

**§ 6.**  
**[Allocation of Student Residence Accommodation]**

1. The USSG Board, in consultation with the Vice Rector for Student Affairs, shall determine the detailed Schedule for the allocation of student residence accommodation no later than by 31 May.
2. At the request of the USSG Board, in particularly justified cases, the Schedule may be determined at a later date than that indicated in Item 1.
3. Student residence accommodation shall be allocated by:
  - 1) SR Managers, in the case of:
    - a) students who reside in a student residence during the current academic year and wish to continue living in the same room in the following academic year,
    - b) students who reside in a student residence during the current academic year, will graduate in that year, and decide to continue their education at the University in the following academic year, and wish to continue living in the same room;
  - 2) The University Housing Committee, in the case of:
    - a) first-cycle, second-cycle, and long-cycle Master's degree students, as well as persons who will continue their education in second-cycle studies and are currently students of the University, who have not yet used student residence resources or who wish to change rooms,
    - b) persons admitted to the first year of studies for the following academic year;
  - 3) the Head of the Admissions Office, acting under the authority of the Rector, in the case of foreign nationals admitted to studies and Polish citizens with documents obtained abroad, during the period from the start of the admissions process until 30 September;
  - 4) the Coordinator, in accordance with § 3 Item 4, § 4 Item 2, § 7 Item 2, § 12 Item 9, and § 13 of the Rules.
4. The administrative support for the process of allocating student residence accommodation shall be provided by:
  - 1) SR Managers in cooperation with the Coordinator, in the case of persons referred to in Item 3.1;
  - 2) Admissions Office staff, in cooperation with the Coordinator, in the case of persons referred to in Item 3.3;
  - 3) the University Housing Committee:
    - a) in the composition specified in § 5 Item 3.1 of the Rules in the case of persons listed in Item 3Item 2.a;
    - b) in the composition specified in § 5 Item 3Item 2 of the Rules in the case of persons listed in Item 3.2.b;
  - 4) the Coordinator – in the cases referred to in § 3 Item 4, § 4 Item 2, § 7 Item 2, § 12 Item 9 and § 13 of the Rules.

**§ 7.**

**[Stages of Allocation of Student Residence Accommodation]**

1. The allocation of student residence accommodation shall be divided into two stages:
  - 1) Stage 1 – continuation of residence in a student residence – applies to students of the University who currently reside in a student residence and wish to continue living in the same room in the following academic year, within the resources available to the University. This also applies to students who will complete their studies in the current academic year and decide to continue their education at the University in the following academic year;
  - 2) Stage 2 shall consist of three rounds:
    - a) Round 1 – applies to first-cycle, second-cycle, and long-cycle Master’s degree students, as well as persons who will continue their education in second-cycle studies, who are currently students of the University and have not yet used the student residence resources or wish to change rooms,
    - b) Rounds 2 and 3 – apply to persons admitted to studies for the following academic year.
2. After the completion of Stage 2, persons interested in obtaining student residence accommodation shall submit a request to the Coordinator.
3. In addition to the stages referred to in Item 1, accommodation for foreign nationals admitted to studies and Polish citizens with documents obtained abroad shall be granted on an ongoing basis throughout the entire admissions period.

**§ 8.**

**[Allocation of Student Residence Accommodation Breakdown by Stage]**

Upon completion of Stage 1, the Coordinator, shall, within the timeframe specified in the Schedule, determine a separate pool of remaining vacancies to be allocated for the following rounds and groups:

- 1) Round 1;
- 2) Rounds 2 and 3;
- 3) Persons requiring special living conditions;
- 4) Parent or parents who are students or persons admitted to studies, together with children;
- 5) Foreign nationals admitted to studies;
- 6) Polish citizens with documents obtained abroad;
- 7) At the discretion of the USSG President;
- 8) At the discretion of the Vice Rector for Student Affairs.

**§ 9.**

**[Allocation of Student Residence Accommodation in Stage 1]**

1. A student of the University residing in a student residence shall have the right to apply for accommodation in the same room for the following academic year, within the resources available to the University. This also applies to a student who will complete their studies in

the current academic year and decides to continue their education at the University in the following academic year.

2. The student referred to in Item 1 shall declare, by selecting the appropriate option on the *e-Akademik* platform, within the timeframe specified in the Schedule, their intent to continue residing in the same room in the following academic year.
3. A student with special needs who is unable to perform the action specified in Item 2 shall immediately notify the SR Manager and agree on an alternative method of confirming their intent to reside in the same room in the following academic year.
4. The student shall receive either approval to continue residing in the same room or a refusal from the SR Manager, in the form of a message sent via the *e-Akademik* platform.
5. In individual cases, the information referred to in Item 4 may be provided to the student in another manner previously agreed upon with the student.
6. A student who has received approval to continue residing in the same room in the following academic year shall be required to pay a deposit by 15 July. Failure to pay the deposit shall result in the loss of the allocated place.
7. In cases where, due to reasons attributable to the University, the student referred to in Item 1 is unable to apply for accommodation in the same room for the following academic year, the student shall submit an application for accommodation under Stage 2 – Round 1. In such a case, the student shall be given priority in the allocation of student residence accommodation.

#### **§ 10.**

##### **[Allocation of Student Residence Accommodation in Stage 2 – Round 1]**

1. To apply for student residence accommodation, the student shall submit an application via the *e-Akademik* platform.
2. A template of the application form is provided in Annex 1 to the Rules.
3. Along with the application, the student shall be required to upload via the *e-Akademik* platform scanned copies of documents confirming the facts specified in Item 8.3-5, § 8 Item 3 and 4 of the Rules, a marriage certificate and the spouse's consent for the processing of their personal data if applying for accommodation together with a spouse, and an opinion from the Head of the Department for Support of Persons with Disabilities confirming the need to reside with a personal assistant, if applying for accommodation together with such an assistant.
4. A student with special needs who is unable to submit the application via the *e-Akademik* platform shall immediately notify the University Housing Committee and agree on an alternative method for submitting the application.
5. The application of a person with special needs, including disabilities, shall be reviewed in cooperation with the Department for Support of Persons with Disabilities. The applicant may choose to have the application reviewed without the involvement of the said Department.
6. In the application, the student shall indicate the preferred residence, the type of room, and may indicate a person they wish to live with, if granted accommodation.
7. Based on the submitted applications, a ranking list is drawn up (excluding the cases referred to in § 8 Item 3, 4 and 7 of the Rules, taking into account the preferences listed in Item 6.

8. The student's position on the ranking list is determined by the number of points awarded in the following categories:
  - 1) Year of study;
  - 2) Residence in a residence in the current academic year;
  - 3) Disability not requiring special living conditions;
  - 4) Orphanhood or partial orphanhood;
  - 5) Upbringing in a children's home or foster care;
  - 6) Distance from the place of residence to the faculty's location.
9. Detailed scoring for each of the categories listed in Item 8 is specified in Annex 2 to the Rules.
10. If the documents referred to in Item 3 are not uploaded, the University Housing Committee shall not award points in the relevant category.
11. Based on the qualification process, the Vice Chair of the University Housing Committee shall, within the timeframe specified in the Schedule, publish the list of persons (student ID numbers only) eligible to receive accommodation and information on the date and location of room selection.
12. Within the timeframe specified in the Schedule, a student applying for accommodation may submit objections to the University Housing Committee regarding the number of points awarded during the qualification process.
13. The student shall receive information on the granting or denial of accommodation via the *e-Akademik* platform. In the case of a student referred to in Item 4, the information may be provided in another agreed format.
14. After accepting the assigned accommodation via the *e-Akademik* platform, the student shall pay a deposit within 7 days of receiving the placement information, to the bank account specified in the message.
15. Within the timeframe specified in the Schedule, the student shall be required to upload via the *e-Akademik* platform a written declaration of residence (available for download on the *e-Akademik* platform) in the assigned room, along with proof of deposit payment.
16. If a student with special needs is unable to complete the actions specified in Items 14 and 15 via the *e-Akademik* platform, they shall immediately notify the University Housing Committee and agree on an alternative method for completing these steps.
17. Upon completing the actions specified in Items 14 and 15, the student will receive a confirmation of the granted accommodation via the *e-Akademik* platform. In the case of a student referred to in Item 4, the confirmation may be provided in another agreed format.
18. Failure to complete the actions referred to in Items 14 and 15 within the timeframe specified in the Schedule shall result in the student losing the granted accommodation. The student shall then receive, via the *e-Akademik* platform, a notice of failure to meet the requirements for student residence accommodation. In the case of a person referred to in Item 4, this information may also be delivered in another agreed format.
19. The template of the declaration referred to in Item 15 is provided in Annex 3 to the Rules.
20. If the student has paid the deposit but failed to complete the other actions required under the Rules and consequently did not receive accommodation, they may apply for a refund of the deposit. To receive a refund, the student shall submit a request to the SR Manager.

21. In the event of difficulties during the application process for student residence accommodation, the student should immediately contact the University Housing Committee for assistance.

**§ 11.**

**[Allocation of Student Residence Accommodation in Stage 2 – Round 2 and 3]**

1. To apply for student residence accommodation, the student shall submit an application via the ACS module. Submission of the application shall only be possible upon uploading a scanned copy of the signed student's oath in the ACS module.
2. A template of the application form is provided in Annex 4 to the Rules.
3. Along with the application, the student shall be required to upload via the ACS module scanned copies of documents confirming the facts specified in Item 8.4-6, § 8.3 and 4 of the Rules, a marriage certificate and the spouse's consent for the processing of their personal data if applying for accommodation together with a spouse, and an opinion from the Head of the Department for Support of Persons with Disabilities confirming the need to reside with a personal assistant, if applying for accommodation together with such an assistant.
4. A student with special needs who is unable to submit the application via the ACS module shall immediately notify the University Housing Committee and agree on an alternative method for submitting the application.
5. In the application, the student shall indicate the preferred residence, the type of room, and may indicate a person they wish to live with, if granted accommodation.
6. The application of a person with special needs, including disabilities, shall be reviewed in cooperation with the Department for Support of Persons with Disabilities. The applicant may choose to have the application reviewed without the involvement of the said Department.
7. Based on the submitted applications, a ranking list is drawn up (excluding the cases referred to in § 8 Item 3 and 4 of the Rules, taking into account the preferences listed in Item 5.
8. The student's position on the ranking list is determined by the number of points awarded in the following categories:
  - 1) Points awarded in the admission process;
  - 2) Difficult financial situation of the family (net income per household member not exceeding the threshold for eligibility for a Financial Assistance Scholarship);
  - 3) University graduate in the current academic year;
  - 4) Disability not requiring special living conditions;
  - 5) Orphanhood or partial orphanhood;
  - 6) Upbringing in a children's home or foster care;
  - 7) Distance from the place of residence to the faculty's location.
9. Detailed scoring for each of the categories listed in Item 8 is specified in Annex 2 to the Rules.
10. If the documents referred to in Item 3 are not uploaded, the University Housing Committee shall not award points in the relevant category.
11. The student shall receive information on the granting or denial of accommodation via the ACS module. In the case of persons, referred to in Item, the information may be provided in another agreed format.

12. After accepting the assigned accommodation via the ACS module, the student shall pay a deposit within 7 days of receiving the placement information, to the bank account specified in the message.
13. Within the timeframe specified in the Schedule, the student is required to upload via the ACS module a written declaration of residence (available for download on the ACS module) in the assigned room, along with proof of deposit payment.
14. If a student with special needs is unable to complete the actions specified in Item 12 and 13 in the ACS module, they shall immediately notify the University Housing Committee and agree on an alternative method for completing these steps.
15. Upon completing the actions specified in Items 12 and 13, the student will receive a confirmation of the granted accommodation via the ACS module. In the case of a student referred to in Item 4, the confirmation may be provided in another agreed format.
16. Failure to complete the actions referred to in Items 12 and 13 within the timeframe specified in the Schedule shall result in the student losing the granted accommodation. The student shall then receive, via the ACS module a notice of failure to meet the requirements for student residence accommodation. In the case of a person referred to in Item 4, this information may also be delivered in another agreed format.
17. The template of the declaration referred to in Item 13 is provided in Annex 3 to the Rules..
18. If the student has paid the deposit but failed to complete the other actions required under the Rules and consequently did not receive accommodation, they may apply for a refund of the deposit. To receive a refund, the student shall submit a request to the SR Manager.
19. In the event of difficulties during the application process for student residence accommodation, the student should immediately contact the Scholarship and Reporting Section for assistance.

## **§ 12.**

### **[Foreign Nationals Admitted to the University]**

1. Before receiving the admission decision, between the start of the admissions process and 30 September, a foreign national shall declare their intention to apply for accommodation in a student residence via the OCR system and upload the documents required in the admission process.
2. A foreign national who has received an admission decision may apply for accommodation in a student residence only after uploading a scanned copy of the signed student's oath in the ACS module.
3. The decision to grant or deny accommodation in a student residence is delivered to the foreign national via the ACS module.
4. A foreign national who has been granted accommodation in a student residence is required, within 7 days of receiving the information about the allocation, to pay a deposit to the bank account specified in the provided information, upload proof of payment, and upload the completed declaration of residence in the student residence, available in the ACS module.
5. After completing the actions specified in Item 4, the foreign national shall receive a certificate confirming their room allocation via the ACS module.
6. The template of the declaration referred to in Item 4 constitutes Annex 3 to the Rules.

7. Failure to meet the conditions specified in Item 4 shall result in the loss of the allocated accommodation.
8. In case the foreign national is unable to commence studies or withdraws from the allocated accommodation, they may apply for a refund of the deposit. The application shall be submitted to the SR Manager.
9. As of 1 October, the administrative handling and allocation of student residence accommodation shall be carried out by the Coordinator.

**§ 13.**

**[Polish Citizens with Documents Obtained Abroad]**

A Polish citizen with documents obtained abroad shall apply for student residence accommodation according to the rules set forth in § 12 of the Rules.

**Chapter IV**

**Student Residence Check-In**

**§ 14.**

**[Checking In]**

1. A student or person admitted to studies is required to check in to the student residence no later than 7 days from the beginning of the academic year.
2. A person admitted in subsequent recruitment rounds must check in to the student residence no later than 7 days from the date of receiving the accommodation allocation.
3. If the student or person admitted to studies is unable to check in by the deadlines indicated in Items 1 and 2, they must notify the SR Manager in writing or by email, indicating the date on which they plan to move in. This date may not be later than 6 weeks from the start of the academic year.
4. A student or person admitted to studies shall lose their accommodation in the student residence if they fail to check in within the deadlines indicated in Items 1–3 and do not notify the SR Manager. In order to receive a refund of the deposit, they must submit an application to the SR Manager.
5. In case of resignation from the allocated accommodation, the student or person admitted to studies shall be entitled to a refund of the deposit. The refund shall be requested by submitting an application to the SR Manager.
6. If a place in a student residence becomes vacant, it shall be reallocated to the next person on the ranking list referred to in § 10 Item 8 and § 11 Item 8 of the Rules.
7. A student or person admitted to studies who has been granted accommodation in a student residence may request a change of the allocated room before check-in begins.
8. A request to change accommodation within the same student residence shall be submitted to the relevant SR Manager. If the change concerns a different student residence, the request shall be submitted to the Coordinator.

9. In the case of individuals referred to in § 12 and § 13 of the Rules, accommodation procedures shall be determined by the Coordinator in consultation with the Head of the Admissions Office.

## **Chapter V Deposit**

### **§ 15. [General Provisions]**

1. The deposit shall be paid as security for any potential claims of the University of Szczecin arising from:
  - 1) costs of repairing material damage in the room or elsewhere in the student residence caused by the resident;
  - 2) failure to account for student residence furnishings, fixtures, and equipment;
  - 3) outstanding accommodation fees.
2. The deposit must be paid by the individuals referred to in § 3 Items 2 and 3 of the Rules, who have received confirmation of accommodation allocation.
3. The deposit also applies to students who are undertaking studies at the University of Szczecin under the Erasmus+, MOST, or other mobility programmes.
4. The deposit is non-interest-bearing and may not be used for purposes other than those specified in the Rules.
5. The deposit does not apply in the case of short-term accommodation (i.e., less than one month).
6. Payment of the deposit is a prerequisite for obtaining accommodation in a student residence.

### **§ 16. [Deposit Amount and Payment Deadline]**

1. The deposit amount shall be determined by the Rector's Ordinance on student residence accommodation fees.
2. A person who has been allocated accommodation must pay the deposit within 7 days from receiving the accommodation confirmation, to the bank account indicated in the notice.
3. A person who has been allocated accommodation after the third round must pay the deposit within 7 days from receiving the accommodation confirmation.
4. A student who has been granted permission to continue living in their current room in the following academic year must pay the deposit by 15 July.

### **§ 17.**

#### **[The rules for the use of the deposit]**

1. The deposit may be used to cover the claims referred to in § 15 Item 1.
2. In the case of a change of student residence, the deposit amount remains unchanged and is transferred to the appropriate residence's bank account.
3. If any deduction is made from the deposit, the resident is required to top up the deposit amount within 14 days from the deduction date.
4. If the entire deposit is used, the resident must fully replenish it.

### **§ 18.**

#### **[Deposit Refund]**

1. The deposit is refunded within 30 working days from the date of submitting an application to the SR Manager, provided the resident has moved out and:
  - 1) the room has been returned without objections;
  - 2) all obligations towards the student residence have been settled.
2. The deposit may also be refunded in other situations specified in the Rules.
3. The refund is issued upon submission of a written request, to the bank account indicated in the request.
4. The deposit may be carried over to the following academic year, provided the resident signs the appropriate declaration.

### **§ 19.**

#### **[Liability for Damage]**

1. In the event of damage, the resident is required to remedy it by:
  - 1) restoring the damaged area to its original state;
  - 2) paying the assessed cost to the residence account;
  - 3) allowing the appropriate amount to be deducted from the deposit.
2. If the perpetrator of damage in shared areas cannot be identified, all residents of the respective room, module, or floor are jointly liable.
3. The amount of any deduction is determined by the SR Manager in consultation with the SRC.
4. If damage is discovered after the resident has moved out, the deposit refund may be withheld until full settlement of the damages.

**Chapter VI**  
**Final Provisions**

**§ 20.**  
**[Dispute Resolution]**

All and any disputes concerning the deposit shall be resolved by the Coordinator following consultation with the SR Manager.

**§ 21.**  
**[Expiry of Previous Ordinance]**

As of 30 September 2025, Ordinance No. 95/2024 of the Rector of the University of Szczecin dated 29 April 2024, concerning the Rules for allocating accommodation in the student residences of the University of Szczecin for the 2024/2025 academic year, shall cease to be in force.

**§ 22.**  
**[Entry Into Force]**

This Ordinance shall enter into force on the date of signing and shall apply to the Rules for allocating student residence accommodation at the University of Szczecin from the 2025/2026 academic year onwards.