

ORDER NO. 62/2023

OF THE RECTOR OF THE UNIVERSITY OF SZCZECIN

of April 26<sup>th</sup> 2023

concerning the establishment of rules for allocation of student dormitory accommodation  
at The University of Szczecin in academic year 2023/2024

Pursuant to § 21 and § 50 of Order No. 111/2022 of The Rector of The University of Szczecin of August 1st, 2022 concerning the determination of the Rules & Regulations and the Procedure for Awarding Benefits to Students and Doctoral Students of The University of Szczecin in academic year 2022/2023 in relation with Article 95 Item 2 of the Act of July 20th, 2018 The Law on Higher Education and Science (*Uniform text*: Journal of Law from 2022, Item 574, as amended), in agreement with The Student Government of The University of Szczecin, it is hereby ordered as follows:

**THE RULES OF ALLOCATION OF STUDENT DORMITORY ACCOMMODATION  
AT THE UNIVERSITY OF SZCZECIN  
IN ACADEMIC YEAR 2023/2024**

**Chapter I  
General rules**

**§1.  
[General provisions]**

1. The rules for allocation of student dormitory accommodation at The University of Szczecin in academic year 2023/2024, hereinafter referred to as *the Rules*, outline the procedure of allocation of student dormitory accommodation at The University of Szczecin, hereinafter referred to as *the University*, to students, doctoral students, and persons enrolled into The University of Szczecin in academic year 2023/2024.
2. In order to ensure proper implementation of the process of allocation of student dormitory accommodation, the Rector of the University may appoint a coordinator responsible for the process of allocation of student dormitory accommodation.
3. The detailed tasks of the coordinator shall be determined by the Rector.
4. The coordinator performs his or her tasks in cooperation with The Student Government and doctoral students, heads of student dormitories, and in cooperation with the relevant cells and organizational units of the University, including the Department of Support for Persons with Disabilities in allocation of accommodation for persons with special needs.

**§2.**  
**[Definitions]**

The following terms in the Rules & Regulations shall have the following meaning:

- 1) University –The University of Szczecin in Szczecin;
- 2) University Housing Commission–the commission appointed by the Rector in order to carry out the procedure of allocation of accommodation in student dormitories at The University of Szczecin;
- 3) USSG Board – The University of Szczecin Student Government Board;
- 4) ARC – The Academic Residence Council of The University of Szczecin;
- 5) Coordinator – the person responsible for coordination of the procedure of allocation of student dormitory accommodation of The University of Szczecin;
- 6) SD Manager – Student Dormitory Manager;
- 7) Schedule – the schedule of the qualification procedure of allocation of accommodation and rooms in student dormitories for the following academic year;
- 8) Section for Scholarships and Reporting – The Department of Student Affairs of The University of Szczecin responsible for awarding benefits from the scholarship fund;
- 9) Scholarship Committee – The Scholarship Committee of The University of Szczecin appointed in accordance with the Rules and Procedure for Awarding Benefits to Students and Doctoral Students of The University of Szczecin in the current academic year;
- 10) A person admitted to studies – a person admitted to the first year of studies in academic year 2023/2024 at The University of Szczecin;
- 11) USSG President – The President of The Student Government of The University of Szczecin;
- 12) a person in need of special housing conditions – shall mean 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 August 27th 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (*Uniform text: Journal of Laws from 2023, Item 100, as amended*) or any other certificate confirming the need for an adaptation of a room, especially in terms of architecture, or accommodation with a personal assistant;
- 13) The Department for Assistance 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 activities undertaken by other organizational units in order to provide students with special needs with the conditions required for a full participation in the educational process on equal terms with others;
- 14) Room type – 1-person, 2-person, 3-person or 4-person room.

**§3.**  
**[Exemptions]**

1. A student, a person admitted to the University or a post-graduate student may apply for accommodation in a student dormitory in an academic year, with the exception of the vacation period, subject to Item 2-5.
2. The consent to accommodate a student and a post-graduate student in a student dormitory during the vacation period shall be issued by the Coordinator.
3. A student, a person admitted to the University or a post-graduate student who is a member of the professional military personnel, who got enrolled on the basis of a referral by the competent military authority and received assistance in connection with the pursuit of education under the provisions of the Homeland Defence Act of March 11th, 2022 (*Uniform text*: Journal of Law from 2022, Item 2305, as amended) shall not be entitled to accommodation in a student dormitory.
4. A student, a person admitted to the University or a post-graduate student who is an officer of the state service in candidate service or who is an officer of the state service who has been enrolled in the University on the basis of a referral or an approval of a competent superior and has received assistance in connection with the university enrolment under the provisions on public service shall not be entitled to accommodation in a student dormitory.
5. A person subject to the disciplinary penalty of expulsion from the University in accordance with Article 308, Paragraph 5 of the Act of July 20th, 2018 The Law on Higher Education and Science (*Uniform text*: Journal of Law from 2022, Item574, as amended) shall not be entitled to accommodation in a student dormitory until the end of the penalty.

**§4.**  
**[Persons eligible to apply for student dormitory accommodation]**

1. The priority for the allocation of accommodation in a student dormitory shall be given to students, persons admitted to the University and a post-graduate students of the University.
2. The following persons may apply for accommodation in a student dormitory:
  - 1) Full-time and part-time students (with children);
  - 2) Persons admitted to the University(with children);
  - 3) Married couples, with at least one of the spouses being a student of the University of Szczecin or has been admitted to the University;
  - 4) Full-time and part-time students, persons admitted to the University, doctoral students with disabilities with a personal assistant upon approval of The Head of The Department for Assistance for Persons with Disabilities;
  - 5) Post-graduate students (with children);
  - 6) Married couples, with at least one of the spouses being a post-graduate student of the University of Szczecin.
3. In the event that the University has vacancies in student dormitories, persons other than those listed in Paragraph 2 may also apply for accommodation in a student dormitory.
4. In the case referred to in Paragraph (3), approval for accommodation shall be given by the Coordinator.

**Chapter II**  
**The University Housing Commission**

**§5.**

**[Composition and appointment of the University Housing Commission]**

1. The University Housing Commission shall be appointed by the Rector upon request of the President of USSG.
2. The University Housing Commission shall be composed of:
  - 1) The Coordinator – as The President;
  - 2) The President of Scholarship Committee – as The Vice-President;
  - 3) The Head of The Department of Assistance for Persons with Disabilities;
  - 4) At least four employees of The Section for Scholarship and Reporting;
  - 5) At least four representatives of ARC.
3. The University Housing Commission may pass decisions with the following quorum:
  - 1) The Vice-President of The University Housing Commission, representatives of ARC and The Head of The Department of Assistance for Persons with Disabilities;or
  - 2) The President of The University Housing Commission, employees of The Section for Scholarship and Reporting, and The Head of The Department of Assistance for Persons with Disabilities.
4. Decisions of The University Housing Commission shall be adopted by a simple majority in the presence of at least half of the quorum specified in Paragraph 3.
5. Sessions of The University Housing Commission 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 III**

**The Rules and the principles for allocation of student dormitory accommodation**

**§6.**

**[Continuation of accommodation of a student in a student dormitory]**

1. A student of the University who is a resident of a student dormitory shall have the right to apply for accommodation in a student dormitory in academic year 2023/2024 in a currently occupied room, subject to availability. This shall also apply to a student graduating in academic year 2022/2023 who intends to continue the studies at the University in academic year 2023/2024.
2. In the event specified in Article 1 above, a student must confirm in University's electronic network, before the deadline specified in the schedule provided in §7 Article 4 of the Rules, the intention to reside in the currently occupied room in academic year 2023/2024.
3. A student with special needs who is not able to use University's electronic system for the purpose specified in Article 2 above shall immediately notify the SD Manager and the

Coordinator and arrange an alternative way of confirming the intention to reside in the currently occupied room in academic year 2023/2024.

4. A student who has confirmed the intention to continue to reside in the currently occupied room shall pay the deposit as provided for in §7 Article 4 of the Rules before the deadline specified in the schedule.
5. The administration of the procedure specified in this paragraph shall be the responsibility of SD Managers with the assistance of the Coordinator.
6. A student shall receive the consent or the refusal to continue to reside in the currently occupied room from the SD Manager in the form of an electronic notification sent through University's network.
7. On individual basis, the notification referred to in paragraph 6 may be communicated to the student in another way, previously agreed on with the student.

### **§7.**

#### **[The Process of allocation of student dormitory accommodation]**

1. Student dormitory accommodation shall be allocated by:
  - 1) The University Housing Commission in the following composition:
    - a) as specified in §5 Article 3 Item 1 of the Rules when reviewing applications as part of phase 1;
    - b) as specified in §5 Article 3 Item 2 of the Rules when reviewing applications as part of phase 2 and 3;
  - 2) In situations specified in Article 8, §4 Article 2 Item 5-6 of the Rules and in situations specified in §10 of the Rules, the Pro-Rector for Student Affairs.
2. The process of allocation of accommodation to students and to persons admitted to the University in student dormitories shall be divided into three phases:
  - 1) Phase I – intended for students of 1<sup>st</sup> and 2<sup>nd</sup> degree studies and uniform master's degree studies, as well as continuing students of 2<sup>nd</sup> degree studies who are currently enrolled, and who have so far not been using the housing resources of student dormitories or who want to change the room they are occupying currently;
  - 2) Phase II and III – intended for persons enrolled in the first year of study in academic year 2023/2024.
3. The administration of the process of allocation of accommodation shall be provided by:
  - 1) For Phase I – The University Housing Commission in the composition specified in §5 Article 3 Item 1 of the Rules;
  - 2) For Phase II and III – The University Housing Commission in the composition specified in §5 Article 3 Item 2 of the Rules;
  - 3) In situations specified in Article 8, §3 Article 2, §4 Article 2 Item 5-6, §4 Article 3-4 and in 10 of the Rules – the Coordinator.
4. The USSG Board, in agreement with the Pro-Rector for Student Affairs, shall define a detailed schedule of allocation of student dormitory accommodation for students and the amount of the deposit paid towards the rent in a student dormitory at the University, at the latest by May 31<sup>st</sup>.

5. At the request of The USSG Board, in justified cases, the schedule and the amount of the deposit specified in Article 4 may be determined at a later time than the date indicated in Article 4.
6. Upon completion of the administrative tasks specified in §6 of the Rules, the Coordinator shall, before the deadline specified in the schedule for students, allocate a separate set of available rooms for the remaining phases and groups:
  - 1) Phase I;
  - 2) Phase II and III;
  - 3) Post-graduate students;
  - 4) Persons with special housing needs;
  - 5) A parent or parents who are students or persons admitted to the university with children;
  - 6) Foreigners;
  - 7) At the disposal of the President of USSG;
  - 8) At the disposal of The Pro-Rector for Student Affairs;
7. The first priority in allocation of student dormitory accommodation shall be given to the persons listed in Article 6 Item 4-7 and to recipients of the student aid.
8. Upon completion of the tasks specified for the Phase 3, a student and a person admitted to the University may submit an application for student dormitory accommodation via the University's electronic system to the Pro-Rector for Student Affairs through the agency of the Coordinator. The Pro-Rector for Student Affairs shall review the application within no more than 14 days from the date of receipt. A person with special needs who is not able to submit an online application shall immediately notify the Coordinator to agree on an alternative way of submitting the application.

## **§8.**

### **[Allocation of accommodation - Phase 1]**

1. To apply for accommodation in a student dormitory, the student must submit an application via the University electronic application processing system.
2. The application template is included in Annex 1 to the Rules.
3. The student must upload along with the application scanned copies of documents confirming the information specified in Article 9 Item 3-5 of §7 and Article 6 Item 4-6 of the Rules and the Certificate of Marriage and the consent of the spouse to processing of his or her personal information, if submitting an application together with a spouse and an opinion of the Manager of The Department of Assistance for Persons with Disabilities, confirming the need to live with a personal assistant, if applying for a place with an assistant.
4. A student with special needs who is not able to submit an application via the University's electronic system shall immediately notify the University Housing Commission and arrange an alternative way of submission.
5. An application of a person with special needs, including with a disability shall be reviewed in cooperation with the Department of Assistance for Persons with Disabilities. The applicant may request that the application is not reviewed in cooperation with the abovementioned Department.

6. An application of a foreigner may be reviewed in cooperation with members of the staff of the Student Affairs Department handling international student recruitment.
7. In the application for accommodation in a student dormitory the student must indicate the dormitory and the type of room of his or her first choice, as well as may indicate a preferred roommate in case of receiving accommodation.
8. Submitted applications for accommodation in a student dormitory shall be the basis for creation of a ranking of candidates, with exclusion of those referred to in §7 Article 7 Item 4-7 of the Rules, taking into account the preferences referred to in Article 7.
9. The placement in the ranking shall be determined by the number of points awarded to the student within the following categories:
  - 1) Year of study;
  - 2) Residence in a student dormitory in the previous academic year, i.e. 2022/2023;
  - 3) Having a disability that does not require special living conditions;
  - 4) Being an orphan or half-orphan;
  - 5) Being raised in a children's home or in foster care;
  - 6) The distance between the place of residence and the Faculty's campus.
10. The scoring system for every category is specified in paragraph 9 is specified in Annex 2 to the Rules.
11. In case of failure to upload the scanned documents referred to in Article 3, The University Housing Commission shall not award any points within the respective category.
12. The student shall receive a notification of the decision to allocate or not accommodation in a student dormitory via the University's application processing system. The student referred to in Article 4 shall receive a notification in an alternative form.
13. Upon acceptance of allocated accommodation in a student dormitory via the University's application processing system, the student shall pay the deposit specified in §7 Article 4 of the Rules before the deadline specified in the schedule to the bank account indicated in the notification.
14. Before the deadline specified in the schedule referred to in §7 Article 4 of the Rules, the student shall be required to upload a written declaration of intent to take residence in the allocated room and the proof of payment of the deposit specified in §7 Article 4 of the Rules to his/her account in the University's application processing system.
15. If a student with special needs is not able to use the University's electronic system for the purpose specified in Article 13-14 above, he or she shall immediately notify the University Housing Commission and arrange an alternative way of completing the respective tasks.
16. Upon completing of the tasks specified in Article 13-14, the student shall receive a notification in the University's electronic system confirming the allocation of a place in a student dormitory. The student referred to in Article 4 shall receive a notification in an alternative form.
17. In the event of a failure to complete the tasks referred to in Article 13-14 before the deadline specified in the schedule, The student shall lose the allocated accommodation in a student dormitory and shall receive a notification in the University's electronic system of a failure to fulfil the requirements for allocation of accommodation in a student dormitory. The person referred to in Article 4 shall receive a notification in an alternative form.
18. The template of the declaration referred to in Article 14 shall constitute Annex 3 to the Rules.

19. If the student has paid the deposit but failed to fulfil the other tasks provided for in the Rules, actions and, as a consequence, has not been allocated accommodation in a student dormitory, he/she may ask a refund of the deposit by submitting a written request to the Pro-Rector for Student Affairs through the agency of the Coordinator.

## **§9.**

### **[Allocation of accommodation - Phase 1 and 2]**

1. In order to apply for accommodation in a student dormitory, a person admitted to the University must submit an application via the Electronic Candidate Registration System, hereinafter referred to as *ERK System*.
2. The template of the application constitutes Annex 4 to the Rules.
3. A person admitted to the University must upload along with the application scanned copies of documents confirming the information specified in Article 10 Item 4-6, §7 and Article 6 Item 4-6 of the Rules and the Certificate of Marriage and the consent of the spouse to processing of his or her personal information, if submitting an application together with a spouse and an opinion of The Department of Assistance for Persons with Disabilities, confirming the need to live with a personal assistant, if applying for a place with an assistant.
4. A person with special needs, who is not able to submit an application via ERK System, shall immediately notify The University Housing Commission and arrange for an alternative way of submission.
5. Upon submission of an application for accommodation in a student dormitory, a person admitted to the University must indicate the dormitory and the type of room of his or her first choice, as well as may indicate a preferred roommate in case of receiving accommodation.
6. An application of a person with special needs, a person admitted to the University, shall be reviewed in cooperation with The Department of Assistance for Persons with Disabilities. The applicant may request that the application is not reviewed in cooperation with the abovementioned Department.
7. An application of a foreigner may be reviewed in cooperation with members of the staff of the Student Affairs Department handling international student recruitment.
8. An application filed by a foreigner shall not be subject to provisions of Article 2-3, 5, and 9-20.
9. Submitted applications for accommodation in a student dormitory shall be the basis for creation of a ranking of candidates, with exclusion of those referred to in §7 Article 6 Item 4-6 of the Rules, taking into account the preferences referred to in Article 5.
10. The placement in the ranking shall be determined by the number of points awarded to the student within the following categories:
  - 1) Points awarded in the recruitment process;
  - 2) A difficult financial situation of the family (net income per person not higher than PLN 1294.40);
  - 3) A graduate of the University in the previous academic year, i.e. 2022/2023;
  - 4) A disability that does not require any special living conditions;
  - 5) Being an orphan or a half-orphan;
  - 6) Being raised in a children's' home or in a foster family;



- 7) The distance between the place of residence and the Faculty's campus.
11. The detailed scoring system for every category listed in Article 10 is specified in Annex 2 to the Rules.
  12. In case of failure to upload the scanned documents referred to in Article 3, The University Housing Commission shall not award any points within the respective category.
  13. The student shall receive a notification of the decision to allocate or not accommodation in a student dormitory via ERK System. The student referred to in Article 4 shall receive a notification in an alternative form.
  14. Upon acceptance of allocated accommodation in a student dormitory via ERK System, a person admitted to the University shall pay the deposit specified in §7 Article 4 of the Rules before the deadline specified in the schedule to the bank account indicated in the notification.
  15. Before the deadline specified in the schedule referred to in §7 Article 4 of the Rules, a person admitted to the University shall be required to upload a written declaration of intent to take residence in the allocated room and the proof of payment of the deposit specified in §7 Article 4 of the Rules to his/her account in ERK System.
  16. If a person with special needs is not able to use the University's electronic system for the purpose specified in Article 14-15 via ERK System, he or she shall immediately notify the University Housing Commission and arrange an alternative way of completing the respective tasks.
  17. Upon completing of the tasks specified in Article 14-15, a person admitted to the University shall receive a notification in ERK System confirming the allocation of a place in a student dormitory. The person referred to in Article 4 shall receive a notification in an alternative form.
  18. In the event of a failure to complete the tasks referred to in Article 14-15 before the deadline specified in the schedule, a person admitted to the University shall lose the allocated accommodation in a student dormitory and shall receive a notification in ERK System of a failure to fulfil the requirements for allocation of accommodation in a student dormitory. The person referred to in Article 4 shall receive a notification in an alternative form.
  19. The template of the declaration referred to in Article 15, shall constitute Annex 3 to the Rules.
  20. If a person admitted to the University has paid the deposit but failed to fulfil the other tasks provided for in the Rules, actions and, as a consequence, has not been allocated accommodation in a student dormitory, he/she may ask a refund of the deposit by submitting a written request to the Pro-Rector for Student Affairs through the agency of the Coordinator

## **§10.**

### **[Allocation of accommodation to post-graduate students]**

1. The rules for allocation of student dormitory accommodation to post-graduate students, the schedule of allocation of accommodation, the amount of the deposit, and the template of the application shall be determined by the Coordinator together with The Post-Graduate Students Government in the form of an agreement.
2. To apply for accommodation in a student dormitory, a post-graduate student must submit an application to the Pro-Rector for Student Affairs through the agency of the Coordinator.

3. The administration of the procedure of allocation of accommodation to post-graduate students shall be the responsibility of the Coordinator.

## **Chapter IV**

### **Accommodation in a student dormitory**

#### **§11.**

#### **[Registration]**

1. A student, a person admitted to the University or a post-graduate student must register as a resident in a student dormitory at the latest within 7 days from the start of academic year 2023/2024.
2. A person admitted to the University in the following recruitment phases must register as a resident in a student dormitory at the latest within 7 days following the notification of allocation of accommodation.
3. A student, a person admitted to the University or a post-graduate student shall lose the allocated accommodation in a student dormitory if he or she fails to register as a resident in a student dormitory before the deadline specified in Article 1-2 above. In such an event, the paid deposit shall not be refundable.
4. If a student, a person admitted to the University or a post-graduate student is not able to register as a resident before the deadline specified in Article 1-2 above, he or she must notify in writing or by an e-mail (electronically) the Student Dormitory Manager and indicate the intended date of registration, which may however not exceed 6 weeks from the beginning of academic year 2023/2024.
5. The deposit specified in §7 Article 4 and in §10 Article 1 of the Rules paid towards the student dormitory accommodation fee shall be applied towards the first month of residence in a student dormitory in academic year 2023/2024.
6. In the event of resignation from the allocated accommodation in a student dormitory, a student, a person admitted to the University, or a post-graduate student shall receive a refund of the deposit. In order to receive the refund of the deposit, it is necessary to submit a written request to the Pro-Rector for Student Affairs.
7. The written request referred to in Article 6 must be submitted to the Pro-Rector for Student Affairs through the agency of the Coordinator.
8. Vacancies in a student dormitory shall be allocated to the person next in the ranking list referred to in §8 Article 9 and §9 Article 10 of the Rules .
9. A student, a person admitted to the University, or a post-graduate student who has been allocated accommodation in a student dormitory may request a change of the allocated accommodation prior to registration.
10. The application for a change of accommodation within a student dormitory must be submitted to the Manager of the particular student dormitory. To change the allocated accommodation into another student dormitory, the application must be submitted to the Coordinator.

**Chapter V**  
**Episodic and Final Provisions**

**§12.**

The rules and principles regulated hereby in case of post-graduate students who commenced post-graduate studies prior to academic year 2019/2020 shall apply no longer than by the date specified in Article 281 Item 2 of the Act of July 3<sup>rd</sup> 2018 Provisions introducing The Law on Higher Education and Science Act (*Uniform text*: Journal of Law from 2018, Item 1669, as amended ).

**§13.**

**[Loss of validity]**

As of September 30<sup>th</sup> 2023, the Order No. 81/2022 of The Rector of The University of Szczecin of May 26<sup>th</sup> 2022 concerning the establishment of rules for allocation of student dormitory accommodation of The University of Szczecin in academic year 2022/2023 shall be repealed.

**§14.**

**[Entry into force]**

The Order shall come into force on the date of signature.