

ORDER NO. 35

Rector of the West Pomeranian University of Technology in Szczecin of March 30, 2023 amending Order No. 60 of the Rector of ZUT of September 26, 2019 regarding the introduction of the Regulations on student benefits at the West Pomeranian University of Technology in Szczecin

§ 1.

In the Regulations on benefits for students of the West Pomeranian University of Technology in Szczecin, constituting an annex to Order No. 60 of the Rector of ZUT of September 26, 2019 (as amended), Annex No. 10, the rules for allocating places in student dormitories of the West Pomeranian University of Technology in Szczecin shall be amended as attached to this regulation.

§ 2.

The Order enters into force on the day of its signing.

Professor Jacek Wróbel, PhD, DSc

.....
Attachment to Order No. 35 of the Rector of ZUT of March 30, 2023.

Rules for allocating places in student dormitories of the West Pomeranian University of Technology in Szczecin

§ 1.

General provisions

1. Parliament of the ZUT Student Government - pursuant to § 19 section 1 point 8 of the Regulations of the ZUT Student Government - appoints and dismisses the University Housing Committee, determines its number, scope of competences, mode of operation and appoints the chairman of this Commission.
2. The University Housing Committee manages matters related to the allocation of places in student dormitories, in accordance with the rules set out below, and is responsible for its efficient and proper implementation.
3. The University Housing Committee sets the dates applicable to students in the Dormitory Action Schedule, which is made public.

4. The Vice-Rector for Student Affairs, in consultation with the head of the Student Housing Facility, sets annual limits for places in student dormitories:

a) intended for study candidates,

b) intended for foreigners: candidates for studies and students pursuing part of their education at ZUT,

5. The rules of living in student dormitories are regulated in the Regulations of ZUT student dormitories.

6. The rules for granting places in student dormitories to doctoral students and doctoral study participants are regulated separately.

§ 2.

Rules for the allocation of places for study candidates - Polish citizens

1. A candidate entered on the list of students (admitted to studies) submits an application to the Faculty Recruitment Committee appropriate for the field of study. Faculty Recruitment Committees forward applications to the Student Affairs Department. Faculty Recruitment Committees and the Student Affairs Department are authorized to process the data of candidates for studies.

2. Candidates admitted to studies receive places in student dormitories for a given academic year within the limit of places specified for them, referred to in § 1 section 4 letter a, in accordance with the qualification procedure referred to in § 6.

3. The Vice-Rector for Student Affairs establishes and submits to the head of the Student Housing Complex a list of study candidates eligible to receive a place in the student residence hall by September 20. The list contains the candidate's data: name and surname and the student house assigned to the candidate. The data of candidates who apply for a place in a student dormitory after September 20 will be forwarded on an ongoing basis by the Student Affairs Department to the indicated student dormitory.

4. If a candidate resigns from a place in a student dormitory, he or she is obliged to report the resignation to the Student Affairs Department within the deadline announced on the university's website, in the candidate tab. In the event of a candidate accepted for studies resigning from the allocated place, the place will be given to the next person who submitted the application, about which the Student Affairs Department informs the head of the relevant student house.

5. Accommodation of candidates admitted to studies in the summer semester takes place in student dormitories on an ongoing basis.

§3

Rules for the allocation of places for study candidates - foreigners

1. International Mobility Department within the allocated limit of places referred to in § 1 section 4 letter b, in accordance with the qualification procedure, assigns places in student dormitories:

a) foreign candidates admitted to studies for the full cycle of education - for an academic year (based on the submitted application),

b) foreign students completing part of their education at ZUT (studies and professional internships under e.g. ERASMUS+, IAESTE) - based on a declaration submitted in the IRK system for the period of stay at the university confirmed by an acceptance letter.

2. Persons referred to in section 1, applying for a place in a student dormitory, submit an application to the International Mobility Department in accordance with the established deadlines. The International Mobility Department is authorized to process the data of these persons.

3. The Vice-Rector for Student Affairs establishes and submits to the head of the Student Housing Facility a list of study candidates and foreign students entitled to receive a place in a student dormitory referred to in section 1, starting studies:

a) in the winter semester - by September 20;

b) summer semester - by February 20.

4. The list referred to in section 3, contains the candidate/student's data: name and surname, assigned student dormitory, gender, country of origin, faculty and indication of the accommodation period. Data of persons referred to in section 1 who apply for a place in a student dormitory after September 20 or after February 20 will be forwarded on an ongoing basis by the International Mobility Department to the indicated student dormitory.

5. The person referred to in section 2, in the event of resignation from a place in a student dormitory, the student is obliged to report the resignation to the International Mobility Department within the deadline announced on the university's website. In the event of resignation from the allocated place, it will be given to the next person who submitted an application or declaration in the IRK system, about which the International Mobility Department informs the head of the relevant student residence on an ongoing basis.

§ 4.

Rules for the allocation of places for students

1. A student, including a foreign student pursuing full-cycle studies, applying for a place in a student dormitory in a given academic year is obliged to submit an application to the administration of the student dormitory in which he or she plans to live and to comply with the deadlines set in the Dormitory Action Schedule.

2. The application is completed electronically on a dedicated website, printed and sent to the dormitory administration in person or via e-mail to the indicated address, in the form of a generated PDF file. The application has a unique tag and a QR code. A student may submit an application and be on the list for only one student dormitory.

3. Consent to accommodation on an individual date (beyond the agreed one) rests with the manager of the appropriate student residence hall.

4. The administration of individual student dormitories is responsible for accepting applications from students and preparing a list of students applying for a place in a student dormitory. The administrations of student residence halls are authorized to process the personal data listed in section 5.

5. Lists of students applying for a place in a student dormitory should contain the following data:

- a) surname and name,
- b) student registration number,
- c) field and year of study,
- d) name of the university (if different from ZUT),
- e) telephone number,
- f) e-mail address,
- g) room number.

6. Letters together with applications are forwarded to the University Housing Committee.

7. The University Housing Committee is authorized to process the personal data listed in section 5.

8. The applicant has the opportunity to check the allocation of a place in a student dormitory via a dedicated website, in accordance with the Dormitory Action Schedule. An anonymized list of students eligible to receive a place in a student dormitory is made public in accordance with the principles contained in the General Data Protection Regulation of April 27, 2016 (GDPR).

9. By June 30, the University Housing Committee is obliged to provide the head of the Student Housing Estate with a list of students entitled to receive a place in a student dormitory, signed by the chairman of the University Housing Committee and approved by the Vice-Rector for Student Affairs, together with applications.

10. Submitting an application for independent accommodation in a dormitory room is tantamount to accepting the following cases:

- a) accommodation in a single dormitory room with another person, either a resident or a non-resident of the dormitory;
- b) temporary accommodation of another person who is or is not a resident of the dormitory.

11. The cases mentioned in section 10 may occur throughout the entire accommodation period.

§ 5.

The right to live and stay in a student dormitory

The right to live in a student dormitory has the a person who has been granted a place in a student dormitory and who has no debt to the ZUT Student Housing Estate.

It is possible to live independently in a dormitory room, provided there are free places and with the consent of the dormitory manager.

Application of the person against whom it was found:

- a) while living in a student dormitory, there is a drastic violation of the rules of social coexistence or
- b) debt to the Student Housing Estate, or

c) deprivation of the right to reside, in accordance with § 17 of the Regulations on residence in student dormitories, will be considered negatively.

The principles of payment and the amount of fees for the use of student dormitories are specified in relevant internal legal acts.

If a student resigns from a place in a student dormitory, he/she is obliged to immediately confirm the resignation with the dormitory administration.

Accommodation should take place by October 3 of a given academic year, otherwise the allocation of a place in a student dormitory will be invalidated.

If the student cannot check in within the period specified in section 6, is obliged to notify in writing about this fact the head of the student house in which he received a place.

The deadline referred to in section 6, does not apply to foreign candidates for studies and foreign students who are waiting for documents enabling them to come to Poland, provided that final accommodation is provided no later than October 31 of a given academic year for persons starting their studies in the winter semester and by March 31 of a given academic year for people starting their studies in the summer semester. After the indicated date, the reserved places will be made available to the administration of the given student house.

Places are awarded during the academic year, including to candidates starting their studies in the summer semester of a given academic year, on an ongoing basis, directly in the administration of student dormitories.

A place in a student dormitory is awarded until the last day of the summer examination session of a given academic year. At the student's request, places are awarded on an ongoing basis during the autumn examination session and for student internships during the summer period.

A graduate of first-cycle studies at ZUT, residing in a student dormitory, who has started second-cycle studies at ZUT, retains his/her current place in the student dormitory, subject to the deadlines specified in section 9.

A graduate who does not continue his studies at ZUT loses the right to live in a student dormitory as of the last day of the month in which he passed the diploma examination.

If there are available places - at the request of a student or graduate - he may extend his stay in the student dormitory, provided that he obtains the consent of the student dormitory manager.

In justified cases, the dormitory manager has the right to re-accommodate a resident living alone in a multi-bed room to another person or to accommodate another person who is or is not a resident of the dormitory. The dormitory manager notifies the resident about additional accommodation or relocation in writing, at least 3 days before the date of additional accommodation or relocation. The resident is obliged to comply with the decision within the deadline specified by the dormitory manager.

§ 6

Qualification procedure, preferences in awarding places in a student dormitory and distribution of available places in student dormitories

The order in which applications are submitted to available places in student dormitories determines the allocation of a place.

The order of applications constitutes the basis for establishing a list of those eligible to receive a place in a student dormitory.

A place in a student dormitory is granted to a ZUT student and a candidate for studies at ZUT, and then to a student on leave and other persons who are not ZUT students.

Granting an independent place in a multi-person room, in accordance with § 5 section 2, is granted in the first place to a ZUT student and a candidate for studies at ZUT, subject to § 5 section 14.

5. Priority to receive a place or room is given to:

a) a student of ZUT or a candidate for studies at ZUT who is a single parent of a child, provided that an application is submitted and the child's birth certificate is presented for inspection. If it is found that the student does not live with the child, the room granting is revoked;

b) a student of ZUT or a candidate for studies at ZUT who is pregnant, provided that an application is submitted and the pregnancy card or other document confirming pregnancy is available for inspection;

c) a person with a disability who is a student of ZUT or a candidate for studies at ZUT, provided that an application is submitted along with a valid certificate of the degree of disability. In the event of a disability requiring a guide dog, the person may live with the dog.

6. Married couples and couples can apply for double (coeducational) rooms. First of all, the room is given to married couples or couples, at least one of whom studies at ZUT.

7. If there are vacancies in student dormitories, the administration of a given dormitory will award these places to interested persons - these places will be allocated on an ongoing basis, ensuring a pool of vacant places for summer recruitment and for foreign students completing part of their studies from the summer semester.