

Regulations of accommodation proceedings for current students and PhD students 2024

1. The accommodation proceedings are only for current WUT students and PhD students.
2. Two types of applications can be submitted - regular application and application for special consideration.
3. Applications for special consideration are divided into medical circumstances and non-medical requests related to activities for the academic community.
4. Applications for special consideration for health reasons are applications when the applicant has medical documentation supported by relevant medical opinions on the indication to be allocated a priority place or a specific type of room, e.g., a room for wheelchair users or for visually impaired, etc.
5. Applications for special consideration in view of activities for the academic community are applications when:
 1. The applicant has demonstrated exceptional commitment to social activities that distinguishes them from other social activists.

These achievements must be confirmed by the opinion of at least one of the following authorities:

- a) SSPW President
 - b) SSPW Audit Committee
 - c) presidents of SSPW central and programme committees
 - d) WRS Heads
 - e) Council of Residents Heads
 - f) Dean
2. Successfully represents the academic community in national or international sports arenas. These achievements should be confirmed by diplomas or by indicating the place on ranking lists, association sites, etc. confirming specific achievements in competitions, etc.
6. Applications for special consideration are investigated by the relevant committees, the composition of which is listed in the application for launching the accommodation proceedings.
 7. Committees investigating applications for special consideration shall have the right to request documents confirming the condition resulting from the application and to ask for additional explanations.
 8. Applications for which the documents expected by the committee will not be provided will be rejected and will be investigated further as regular applications.

9. Applications for special consideration that are rejected will be further investigated in the accommodation proceedings as regular applications.
10. By submitting an application, the applicant is only requesting a place in the Halls of Residence Unit's resources and a specific room or type of room is not guaranteed.
11. Information about the preferred, e.g., room types, room compositions, dormitories, or specific room numbers are only a guideline for committees assigning specific places.
12. People interested in a particular type of room, place or composition can mark in the application the option "If I do not have the opportunity to receive the preferred place, please reject my application." Checking this option will inform the committee that if there is no possibility of being allocated that particular type of room, then the application is to be rejected.
13. Rooms will be given first to those currently accommodated in a room and declaring their willingness to remain in the room with the same residents. However, this is not a mandatory rule for committees.
14. Submitted applications must be formally correct, i.e., all mandatory fields must be filled in and correct data must be entered; the address of residence, in particular. If the address of a WUT hall of residence is given, applications will be returned for correction for formal reasons. In the event that the address is not appropriately corrected, the application will still be investigated, but the person will receive 0 points in the distance criterion, which may significantly reduce the chances of getting a place.
15. Applications of persons who do not have the status of a WUT student or doctoral student during the verification of the application will be rejected for formal reasons.
16. There is a limited number of places available. Priority will be given to applications for special consideration.
17. The remaining places will be distributed to applicants based on regular applications.
18. If the number of applications is greater than the number of places allocated to the proceedings, a ranking list will be created, where the main criterion will be the distance of the place of residence from the Main Building of the Warsaw University of Technology (ul. Plac Politechniki 1, 00-661 Warszawa). Distance will be counted in a straight line, 1 point will be awarded for each kilometre of distance. Places will be allocated starting from the person with the highest number of points until the pool of places is exhausted.
19. Only persons who have not been punished with disciplinary penalties during their accommodation in Warsaw University of Technology halls of residence may participate in the proceedings.
20. Only people who, as of May 15, will be settled with the halls of residence, that is, will not have any outstanding payments, including payments for May 2024, may participate in the action. People who, at the time of application, are not living in halls of residence, but lived there in the past must have the "settled" status. Otherwise, their applications will be rejected for formal reasons.
21. Those wishing to live with their spouse/child must check the appropriate item in the application, attach the required documents and fill in all the required fields including the

spouse/child data. The application will then be processed based on the data of the applicant who is a WUT student and it is they who will be allocated all the places, with the remaining places to be used by family members.

22. Those who are allocated places in halls of residence will have to pay a reservation fee of PLN 300 to the account number indicated in the referral.
23. Reservation fees of a minimum of PLN 300 must be credited before the deadlines specified in the schedule of the proceedings. To those who are allocated places through the appeals procedure, the individual deadline set by the appeals committee applies.
24. Not paying the reservation fee in the required amount and deadline is equivalent to resignation from the assigned place.
25. In the case of a reservation fee of more than the fixed PLN 300, the overpayment will be credited to the first months accommodation fees.
26. Appeals can be filed against a negative decision to allocate a place or if, as a result of the committee's decision, a place was allocated by mistake, e.g., a man and a woman who did not apply to live together, were accommodated in one room.
27. Appeals must include a substantiation why they should be granted. Appeals without a substantiation will be automatically rejected.
28. Appeals concerning dissatisfaction with the type of room allocated or a specific place not faulted by the committee will be automatically rejected.
29. Swapping of places or rooms, etc. will be possible in the course of the Accommodation Bank, after accommodation.
30. The composition of the appeals committee is specified in the annex to the application for the launch of the proceedings.
31. The Head of the Halls of Residence Unit shall have the casting vote when considering appeals.
32. Those who need a certificate need to fill out an application for a certificate through the ESKS system.
33. Certificates for allocation of accommodation will be issued only after payment of the reservation fee.
34. Loss of WUT student or doctoral student status after a place has been allocated shall not result in the loss of the place reservation.

**Schedule of accommodation proceedings
”Current students and doctoral students”**

May 8, 2024	Beginning of the Accommodation Proceedings for Current Students and Doctoral Students
May 8-14	Submission of requests for special consideration
May 8-19	Submission of regular applications
until May 16	Deadline for submission of corrected applications for special consideration returned for correction for formal reasons
until May 23	Preliminary investigation of requests for special consideration (without indicating a specific room)
until May 23	Submission of corrected regular applications returned for correction for formal reasons
until May 29	preliminary decisions on the allocation of a place in a hall of residence (without indicating the room)
June 14	Publication of allocation lists indicating specific rooms
June 15-18	Submission of appeals
until June 24	results of appeals consideration
June 28	Deadline for confirmation of room reservation by crediting the reservation fee to the appropriate account (The deadline does not apply to those who are allocated places as a result of an appeal. The actual date for payment of the reservation fee will be indicated in the decision on the allocation of the place).
July 2	End of accommodation proceedings.