

**REGULATIONS FOR THE ALLOCATION AND USE OF PLACES  
IN THE UNIVERSITY OF LODZ DORMITORY**

**Chapter 1  
General provisions**

**§ 1**

1. The Regulations for the Allocation and Use of Places in the University of Lodz dormitory, hereinafter referred to as the "Regulations", have been drawn up on the basis of Article 23(1) in conjunction with Article 11(5) of the Act of 20 July 2018 - Law on Higher Education and Science.
2. The Regulations provide specimen applications and guidelines for: applying for a spot in the University of Lodz dormitory, the procedures for allocating accommodations, payment procedures, and the rights and responsibilities of dormitory residents, along with the regulations for maintaining proper order in each dormitory.
3. The provisions of the Regulations apply accordingly to students and doctoral students at the University of Lodz and students of the Polish Language Centre for Foreigners at the University of Lodz.

**§ 2**

Terms used in the Regulations shall have the following meaning:

- 1) University of Lodz - University of Lodz,
- 2) Rector - Vice-Rector for Student Affairs and Quality of Education,
- 3) COSSiSiD - Centre for Social and Welfare Services for Students and Doctoral Students,
- 4) BWZ - International Relations Office,
- 5) SJPdC - Polish Language Centre for Foreigners,
- 6) Study Regulations - the applicable Study Regulations of the University of Lodz, for students/doctoral students respectively,
- 7) Dormitory - University of Lodz Dormitory.
- 8) URS - University Government Council, respectively students/doctoral students,
- 9) UK-DS - the University's Dormitory Allocation Committee, for students/doctoral students respectively,
- 10) Resident - person living in a dormitory,
- 11) ROA - University Campus Council,
- 12) RM DS - Dormitory Residents' Council,
- 13) University of Lodz student - a person accepted as a student at the University of Lodz,
- 14) University of Lodz doctoral student - a participant in doctoral studies or the Doctoral School of the University of Lodz,
- 15) Course participant - a participant in a Polish language course organised by the Polish Language Centre for Foreigners preparing for studies at the University of Lodz,
- 16) UsosWeb, Usos - an IT tool for registering applications for a place in a University of Lodz dormitory.

### § 3

1. Dormitories are an integral part of the University of Lodz.
2. A dormitory is intended to cater to the housing, academic, and recreational requirements of eligible individuals.
3. Dormitories and their related facilities are university property and should receive special protection and care from the residents, demonstrated by their efforts to keep them in good condition and order.
4. Dormitory residents are represented by the RM DS.
5. The residents of the University Campus Council are represented by the ROA.
6. The administration of the dormitory is headed by the Dormitory Manager, who reports to the Director of the COSSiSiD in accordance with the scope of activities specified in Organisational Regulations of the University of Lodz.
7. The Dormitory Manager is responsible for displaying these Regulations in Polish and English, along with any other relevant regulations pertaining to dormitory operations, in a location accessible to the general public.

### § 4

1. The University Committee for the allocation of dormitory places (UK-DS) is appointed by the Rector on the proposal of the URS of students and doctoral students, consisting of at least five persons, including, respectively, four students and one COSSiSiD employee or four doctoral students and one COSSiSiD employee.
2. UK-DS operates throughout the year.

## Chapter 2

### **Rules of allocation of places in a dormitory; mode for students/doctoral students at the University of Lodz with Polish nationality**

### § 5

1. The location and general guidelines for submitting applications for dormitory placement allocation/reservation and dormitory room exchanges are outlined in Annex 1 of these Regulations.
2. A place in a dormitory is allocated for the duration of one year of full-time/extramural studies of the first, second, third degree, or unified master's degree, as well as for one year of training at the Doctoral School of the University of Lodz.
3. A person who has been granted a dormitory place is entitled to reside there from 1 October until the last day of the summer examination session, as defined in the academic year allocation order. Specific information regarding the dates of dormitory in dormitories will be communicated to University of Lodz students/doctoral students through separate notifications issued by the University authorities.
4. Priority for dormitory placement is granted to full-time students/doctoral students who would face significant difficulty or an impossibility in pursuing their studies due to the distance of their daily commute to the university.
5. Difficulty in commuting to the University must be substantiated by providing a copy of a bus or train ticket or a printout from the Google Maps Internet browser (or a similar service) along with the paper application as specified in Appendix 3 of these Regulations, indicating the distance between

the permanent residence and the University's location. Paper applications (Appendix 3) are submitted to the COSSiSiD after all rounds of application for a dormitory place have been closed in the UsosWeb IT system.

6. In allocating places to a dormitory, the committee shall take into account, inter alia, the following criteria:
  - a) distance from home,
  - b) remain a full-time student/doctoral researcher at University of Lodz,
  - c) special situations, e.g., orphanhood, disability,
  - d) documented chronic illness,
  - e) residence of one of the spouses in the dormitory in question,
  - f) continuing education (second major, second- and third-level studies).
7. Before the start of the next degree programme, the procedure for a dormitory place starts from the beginning.
8. A student/doctoral student who has not been allocated a dormitory place by the University of Lodz based on UK-DS decisions made between 1 September and 30 October may reapply for the reconsideration of their previously submitted application for a place, provided they confirm their intention to apply for the same place.
9. If the limit of available places is not reached, students from other higher education institutions located in the city of Lodz may also apply for accommodation in University of Lodz student dormitories by submitting an application for students from other higher education institutions as specified in Appendix 5 to these Regulations to COSSiSiD. For detailed rules on dormitory accommodation fees for students at another university, please refer to Appendix number 2 of these Regulations.

## § 6

1. To secure a dormitory place for the upcoming academic year, a student or doctoral student must submit an application through UsosWeb.
2. A student/doctoral student who has been granted a dormitory place reservation has the right to live there from 1 October until the last day of the summer examination session specified in the academic year allocation order.
3. Reservation of a place in a given dormitory for the following academic year can only be made by a student / doctoral student who has resided there until 30 April of a given year.

## § 7

1. A student/doctoral student who wishes to exchange their current dormitory for another one must complete an application for a dormitory swap, which is provided as Appendix 4 in these Regulations.
2. If a dormitory swap request is denied due to a lack of vacancies, the application mentioned in paragraph 1 can only be reconsidered at two consecutive meetings of the UK-DS, and during the period from October to June, the UK-DS must review such an application submitted for the ongoing academic year within one month of its submission.
3. A student/doctoral student who is granted a dormitory swap must relocate within 7 days of the UK-DS decision; failing to meet this deadline will result in the loss of a place in both the allocated and currently occupied dormitory.
4. To apply for a dormitory swap for the following academic year, the student must initially request a place in the current dormitory, and the regulations specified in § 6 shall apply correspondingly.
5. From November to June, appeals against refusals are heard by the Rector after being reviewed by the UK-DS committee.

## **§ 8**

1. A student/doctoral student has the option to extend their stay in the dormitory for the summer break period (from 1 July to 20 September of a given calendar year). Comprehensive guidelines for applying for accommodation in dormitories are annually published on the University of Lodz website.
2. Continuing students and doctoral students who have secured a place for the following academic year by submitting a reservation application, paying the reservation fee, or through a place application processed by UK-DS in September, can prolong their stay in dormitories during the summer period from 1 July to 30 September of a given calendar year.
3. Priority for the allocation of a place in a dormitory during the summer period is given to students who already reside in a dormitory during the academic year.
4. A student/doctoral student who does not apply for a place in the dormitory for the summer period within the specified timeframe in Appendix 1 to these Regulations may apply for a place in the dormitory only with the condition of staying for a minimum of 7 days. The procedures for applying for, assigning, and paying for accommodations in guest rooms are detailed in separate regulations.
5. Eligibility for a holiday or guest room, or a conditional place, requires settling all outstanding accommodation fees for the academic year.

## **§ 9**

Individuals of the opposite sex desiring to share a double room must provide a joint declaration of their intent to cohabit to the dormitory manager, with the understanding that if they decide to separate, they both agree to be relocated voluntarily. Written consent from roommates sharing the same space is also required in such cases.

## **§ 10**

1. The Rector, in consultation with the UK-DS, may allocate a place in a room to a student/doctoral student with a child, provided that:
  - a) they are a single student/doctoral student (a photocopy of the child's abbreviated birth certificate must be provided).
  - b) they are in a marriage (a photocopy of the child's abbreviated birth certificate must be provided).
2. A model of the application referred to in paragraph 1 is attached as Annex 6 to these Regulations. The application together with the documents shall be submitted to the COSSiSiD.

## **§ 11**

1. The Rector, after consulting with the UK-DS, may grant permission for a student/doctoral student to live in a single room under the following circumstances:
  - a) students/doctoral students hold a valid disability certificate (a copy of the valid disability certificate must be provided),
  - b) students/doctoral students hold a current certificate from a specialist doctor confirming the necessity for long-term medical treatment or the presence of a chronic illness that requires specific living conditions,
  - c) other students in exceptionally justified cases.

2. A model of the application referred to in paragraph 1 is attached as Annex 7 to these Regulations. The application together with the documents shall be submitted to the COSSiSiD.

#### **§ 12**

1. The Dormitory Manager may grant permission for a student/doctoral student to have a double/triple room to themselves or for two students/doctoral students to share a triple room. The condition for receiving these discounts is the timely payment of dormitory fees.
2. A model of the application referred to in paragraph 1 is attached as Annex 8 to these Regulations.

### **Chapter 3**

#### **Rules for allocation of places in dormitory; procedure for foreign students/doctoral students at the University of Lodz and SJPdC course participants**

#### **§ 13**

1. Foreign students enrolling at the University of Lodz for the first time and seeking dormitory accommodation should submit an application for a dormitory place either at the BWZ (Appendix No. 9) or through the university's recruitment system.
2. Foreign students enrolling in a Polish language course at SJPdC and seeking dormitory accommodation should submit a declaration of residence in a dormitory at SJPdC.

#### **§ 14**

1. Continuing foreign students/doctoral students at the University of Lodz should register their applications for the following academic year in UsosWeb.
2. Foreign students/doctoral students continuing their studies at the University of Lodz, who do not reside in the dormitory in a given academic year, should submit an application for a place for the following academic year in UsosWeb or BWZ (Appendix 9), depending on the application round.
3. The provisions of Chapter II § 9-12 apply to foreign students/doctoral students at the University of Lodz.

#### **§ 15**

1. During the holiday period, foreign students/doctoral students at the University of Lodz and students of SJPdC should apply for a place in the dormitory via UsosWeb. Detailed regulations for applying for a dormitory place during the summer holidays are published annually on the University of Lodz website.
2. Applications for reserving a holiday place are processed by UK-DS, and decisions are recorded in the usosWeb IT system. Accommodation is arranged based on lists generated from the Usos system and shared with the administration of the dormitories at the University of Lodz.
3. To be granted a place in the dormitory during the holiday period, it is a requirement to have cleared all outstanding previous accommodation fees.

#### **§ 16**

BWZ, within the allocated pool described in Appendix 12 of these Regulations and within the availability deadline, is authorized to facilitate a dormitory swap at the request of a foreign student/doctoral student from the University of Lodz. The foreign student should submit the application for a dormitory change, which is provided in Appendix 4 of these Regulations, directly to BWZ.

Notification of the dormitory swap must be communicated in writing, such as via email, to the administration of the respective dormitory.

#### **§ 17**

The specific responsibilities and tasks of various University of Lodz units responsible for allocating, reserving, and changing places in University of Lodz Dormitories students, doctoral students, and scholars are outlined in detail in Appendix 13 to these Regulations.

### **Chapter 4**

#### **Fees**

#### **§ 18**

1. The confirmation that a Polish student or doctoral student at the University will secure a place in a University of Lodz dormitory for the upcoming academic year is accomplished by submitting the reservation fee payment to the designated dormitory's account. Comprehensive information regarding the dormitory application process, deadlines, and reservation fee payment date is annually published in a separate announcement on the University's website.
2. The booking fee will be credited towards the dormitory place payment due in October. Failure to move in by the deadline specified in the communication will result in the forfeiture of the allocated dormitory place.
3. The provisions of paragraphs 1, 2, 4, and 6 do not apply to foreign students and doctoral students at the University of Lodz, as well as SJPdC students, who are required to pay a security deposit within the deadlines specified for deposit payment. The procedures for collecting, reconciling, and requesting the return of the deposit are outlined in Appendices 14 and 15 of these Regulations, respectively. Foreign students, doctoral students, and students from the Polish Language Centre for Foreigners at the University of Lodz who intend to reside in University of Lodz facilities will be required to pay a refundable deposit equal to the two-month rate for a room (either double or triple) in the respective University of Lodz dormitory.
4. Individuals who are assigned a place in a dormitory after the 20th of September, as per the regulations, must make the payment within 7 days of receiving the dormitory assignment and promptly provide proof of payment to the respective dormitory's administration. A dormitory referral remains valid for 7 days from its issuance date.
5. The regulations and deadlines for fee payments and the rates for dormitory accommodations are specified in Annex 2 of these Regulations.
6. If the booking fee is not paid by the deadlines outlined in the notification, the allocated place will be forfeited.
7. University of Lodz students and doctoral students who prepay for complete and consecutive months are eligible for the following discounts:
  - a) upfront payment for 4 or 5 complete and consecutive months - 10%,
  - b) upfront payment for 6 complete and consecutive months - 15%,
  - c) upfront payment for 7 or more complete and consecutive months - 20%.
8. The student/doctoral student forfeits the right to the discount if they transfer to another University of Lodz dormitory or if they vacate the dormitory before the end of their allocated period.

9. The daily exchange rate for the entire calendar year, which covers the month of accommodation and check-out, is applied.
10. Discounts on dormitory fees for children of residents of the University's Dormitories are provided based on the child's age, as follows:
  - a) < 3 years - 100% discount,
  - b)  $\geq 3 < 10$  years - 60% discount,
  - c)  $\geq 10$  - 30% discount.
11. Students/doctoral students at the University of Lodz who have resided in the University of Lodz dormitories for more than 20 full consecutive months (including the holiday period), and who were previously in arrears but are currently not in arrears with their accommodation fees, are eligible for a 10% discount. The concession will be granted upon application submitted by the SJPdC student/doctoral student/course participant to the administration of the student dormitory (Annex 11). The Dormitory Manager agrees to apply a discount of 10% if the applicant meets the above-mentioned condition from the calendar month following the application (between 01.10 and 30.06). Discounts are not valid during the holiday period (01.07 - 30.09). In the case of the applied prepayment discounts referred to in point 7, a discount of 10% shall apply from the next month following the successful application.
12. The 10% discount will be calculated on the amount debited in a given month.
13. If the discounts referred to in paragraph 7 are applied, a 10% discount will be deducted from the charge for the month (also from the reduced amount of the charge, if any).
14. In the case of a gross violation of these rules by a resident, the Rector, upon the application of the head of the dormitory at the University of Lodz, may revoke the student/doctoral student or SJPdC student's entitlement to a discount.
15. University of Lodz students residing in the University of Lodz Student Dormitories and receiving a maintenance grant may request an increase in the grant in accordance with the amount specified in Appendix 9 of the Regulations for Scholarships for University of Lodz Students and Doctoral Students.
16. A resident of a University of Lodz dormitory can request a refund for any overpayment made for accommodation using the application provided in Appendix 10 of these Regulations.

## **Chapter 5**

### **Rules for the use of places in a dormitory**

#### **§ 19**

1. The person applying for accommodation is required to complete and sign:
  - a) a temporary dormitory declaration form (registration forms),
  - b) a personal questionnaire,
  - c) a declaration of acceptance of liability for damage to dormitory property,
  - d) a declaration that they have read and undertake to comply with these Rules and Regulations and the fire safety instructions,
  - e) a room equipment sheet,
  - f) and also present a document with a photograph, e.g.:
    - current student ID card,
    - identity card,

- passport,
- g) and other declarations required and necessary for accommodation in the dormitory, including a signed statement by the parents of the minor agreeing to accommodate and take responsibility for the entire period of the child's stay - Appendix 16.
2. Upon check-in, the resident acknowledges receipt of the room and is issued a resident card.
  3. The resident must complete the temporary registration formalities immediately upon moving into the dormitory.
  4. Room handover and cleanliness checks are conducted in the presence of the resident and a staff member authorized by the Dormitory Manager.
  5. The student must tidy up their occupied rooms before the room handover.
  6. For foreigners, room checks are conducted twice, first before the deposit is refunded, and then on the day of check-out.
  7. Other residents will hand the room over on the day of check-out.
  8. The resident must report any faults or deficiencies in the room equipment in writing to the reception desk within 2 days of moving in.
  9. The resident bears full financial responsibility for any damage caused to the occupied room and the equipment in it.
  10. If the perpetrator cannot be identified, all occupants of the room are jointly and severally liable for the damage. The amount of damage caused is estimated individually at replacement value.
  11. The fee for damage to the dormitory property shall be paid by the occupant to the dormitory administration on a receipt before the departure from the dormitory.

## **§ 20**

1. Residents may receive non-residents of the dormitory between 6:00 a.m. and 11:30 p.m. with a limit of up to four visitors per room, provided that the roommate does not object to the visit. In case of a repeated violation of the visiting hours, the dormitory manager is authorized to enforce a one-month ban on visitors to the respective room. If there are three instances of visitation time violations within a single academic year, a visitation ban will be imposed, extending until the conclusion of the current academic year.
2. To register their entry, dormitory guests must present a photo identification document (e.g., a student ID card) at the dormitory reception and provide the room number they intend to visit.
3. The resident, while hosting guests, accepts complete responsibility for them, including any material liability, for the duration of their presence on the dormitory premises. Guests are expected to adhere to these Regulations.
4. The Dormitory Manager, in consultation with the RM DS, reserves the right, under justified circumstances, to modify visiting hours within the dormitory and to forbid entry to non-residents.
5. The dormitory manager or an authorized employee may enter any room or area without prior notice to the residents in cases of emergencies, fortuitous events, reasonable suspicion of situations jeopardizing residents' life, health, or property, and when there is reasonable suspicion of a violation of these Regulations or applicable laws.



6. The provisions of paragraphs 1 to 4 are subject to change. Dormitory residents should then comply with orders and announcements issued by the University authorities.

### **§ 21**

The dormitory enforces several prohibitions, which include:

- a) giving away or arbitrarily changing the place occupied, giving away the resident's card or the student card to unauthorised persons,
- b) allowing unauthorised persons to enter the dormitory premises,
- c) unauthorised installation, alteration and repair of electrical, water and gas installations as well as computer and telecommunications systems,
- d) tampering with door locks and keys,
- e) introducing motor vehicles (motorcycles) and bicycles into enclosed spaces,
- f) using sound equipment in such a way as to impede other residents' learning or leisure activities,
- g) selling and distributing tobacco and alcohol,
- h) possessing, distributing, selling and using drugs and psychotropic substances, in particular narcotics,
- i) presence of third parties under the influence of intoxicants or psychotropic substances,
- j) taking dormitory equipment out of the building,
- k) organising gambling,
- l) animal ownership,
- m) possessing firearms and air weapons,
- n) plastering walls, doors and dormitory equipment,
- o) placing notices, inscriptions, printed matter and information outside the places designated for that purpose and without the consent of the Dormitory Manager,
- p) canvassing or distributing advertising leaflets in the dormitory area,
- q) conducting business without the Rector's approval,
- r) dumping rubbish outside the designated areas,
- s) displaying objects on external windowsills and throwing objects out of windows,
- t) smoking in corridors and public areas,
- u) holding social gatherings (parties) in the common rooms without the written consent of the RM DS and the Dormitory Manager,
- v) cooking and using electrical appliances for this purpose in student rooms and kitchenettes.

## **Chapter 6**

### **Rights and obligations of a dormitory resident**

### **§ 22**

A dormitory resident has the right to:

- a) use of all dormitory premises and facilities for general use, according to the rules laid down by the Dormitory Manager and the RM DS,
- b) redecorate and decorate the room in a way that does not cause damage, with the obligation to restore the room to its previous state upon check-out. The right to redecorate does not extend to furniture permanently fixed to the walls or floor or to "large" furniture such as wardrobes, desks with extensions, couches,
- c) leave the refrigerator for the holiday period in the rooms designated by the Dormitory Manager i on the terms and conditions specified by them,
- d) use of overhead lighting after 11.30 p.m. with the consent of roommates,
- e) make changes in the room with the consent of the Dormitory Manager,
- f) receive visitors in accordance with the rules of order,
- g) actively and passively participate in the elections to the RM DS,
- h) report to the Dormitory Manager and the RM DS any comments, requests and opinions on the functioning of the dormitory,
- i) room insurance (on the resident's expense).

### § 23

The dormitory resident is obliged to:

- a) comply with these Regulations, the decisions and orders of the University authorities and the dormitory manager, and adhere to the norms of social coexistence and the generally applicable laws,
- b) know and comply with OHS and fire regulations, in particular the ban on the use of electric heating devices in the rooms,
- c) keep the room clean and tidy, to respect the property of the University of Lodz, the facilities and equipment of the dormitory, and to keep the general areas clean, to obey the instructions of the dormitory manager, the reception staff and the RM DS,
- d) timely payment of the fee for a place in the dormitory,
- e) present the resident's sheet at any summons from the dormitory manager, the reception staff, the RM DS and the Campus administration staff,
- f) lock the room door when leaving the room and during sleeping hours,
- g) leave the room key at the dormitory reception each time you leave the dormitory,
- h) report to the Dormitory Manager, either directly or by entering remarks in the "Defects Booklet", any noticed damage to the general furnishings of the dormitory and the room occupied. Reporting an emergency implies agreement to enter the room/segment, even if the residents are absent, until the emergency is resolved,
- i) respect the curfew from 23:30 to 6:00,
- j) comply with the provisions of the Act on Upbringing in Sobriety and Counteracting Alcoholism, the Act on Health Protection against the Consequences of Tobacco and Tobacco Products Use and the Act on Counteracting Drug Addiction.

## **Chapter 7**

### **Loss of the right to a place in the dormitory**

#### **§ 24**

1. A resident loses the right to use a dormitory place in the event of:
  - a) expiry of the accommodation period specified in the dormitory allocation referral,
  - b) deprivation of the right to reside in the dormitory by decision of the Rector,
  - c) expulsion from the register of students or suspension from the register of students imposed by a final decision of the disciplinary committee at the end of the month in which the expulsion took place, on the date on which the expulsion became final,
  - d) arrears with the payment for a place in the dormitory for two full months subject to the provisions in paragraphs 3-4.
2. Upon request from the bodies of student government at the University of Lodz, bodies of doctoral student government at the University of Lodz, the Dormitory Manager, or the director of COSSiSiD, the Rector may revoke a resident's dormitory placement or relocate them to another dormitory in the following circumstances:
  - a) a dormitory place has been obtained on the basis of false data,
  - b) giving their place to another person in the dormitory,
  - c) violation of the rules set out in these Regulations,
  - d) violation of the principles of social co-existence,
  - e) there were other justifiable reasons.
3. In cases related to paragraph 2 and concerning foreign students at the University of Lodz or students of the SJPdC, the dormitory head is obligated to promptly provide written notification to BWZ/SJPdC.
4. If there are outstanding payments for a dormitory placement, the dormitory manager will issue a written notice to the resident, requesting settlement of the overdue amount within an additional 14-day period.
5. Dormitory Managers are required to furnish written reports to BWZ/SJPdC regarding any delays exceeding one month in the payment of fees for dormitory placements by foreign students at the University of Lodz and students of SJPdC.

## **Chapter 8**

### **Final provisions**

#### **§ 25**

1. Keys are exclusively provided to individuals possessing a resident card specific to the corresponding dormitory.
2. Bed linen is distributed to students/doctoral students/course participants solely upon their request.
3. The dormitory administration bears no responsibility for personal belongings left in residents' rooms or in public areas.
4. Any correspondence directed to a dormitory resident is delivered to the dormitory reception desk.
5. Checking out is defined as the process of vacating the allocated place once all payments have been cleared, which includes covering any expenses related to repairing damages caused by the resident, settling outstanding balances with the dormitory store, officially departing from the dormitory, and returning the room key to the dormitory administration.

6. In matters not covered by the provisions of these Regulations and in emergencies, the Rector shall decide in each case or shall determine the rules for the operation of the dormitories by means of orders or announcements in consultation with the URS of students and doctoral students.