

**ORDER NO. 16**

**OF THE RECTOR OF CRACOW UNIVERSITY OF TECHNOLOGY**

**of 26 April 2019**

**Ref. No. R.0201.22.2019**

**on Regulations regarding granting placements, payments and accommodation dates in Cracow University of Technology (CUT) Student Residence Halls for the academic year 2019/2020**

Pursuant to Art. 95 section 2 and Art. 211 of the Act of 20 July 2018 on Higher Education and Science (Official Journal of Laws of 2018, item 1668, as amended), it is hereby resolved as follows:

§ 1

1. Regulations regarding granting placements, payments and accommodation dates in Cracow University of Technology student residence halls for the academic year 2019/2020, constituting the Appendix hereto, shall be implemented.

2. Regulations constitute an integral part of the Terms and Conditions relating to benefits for students.

3. The Order and the Appendix shall be published in the Public Information Bulletin of Cracow University of Technology.

§ 2

1. Heads of all organizational units of CUT are obliged to inform their employees about the contents of this Order.

2. All employees and residents of the CUT Student Housing Complex are obliged to abide by the rules set out therein.

§ 3

This Order shall become effective as of 26 April 2019.

 R E C T O R

 Prof. Jan Kazior, PhD, Eng.

Attachment to Order No. 16 of the Rector of CUT

of 26 April 2019

**Regulations regarding granting placements, payments and accommodation dates in Student Residence Halls of Cracow University of Technology for the academic year 2019/2020**

1. A placement in Student Residence Halls (SRHs) of CUT shall be granted for the period from 01.10.2019 to 30.06.2020, and in the case when the last year of studies lasts one semester, a placement in SRH of CUT shall be granted for the period from 01.10.2019 to 31.03.2020. A person accommodated in SRH of CUT who has completed first-cycle studies before the end of the accommodation period and at the same time is still willing to be accommodated at SRH of CUT, shall retain the right to the accommodation payable in accordance with the rules binding on students until the end of the academic year. The priority in granting placements in SRH of CUT shall be given to those CUT students who find themselves in a difficult financial situation.

2. The number of placements available for the academic year 2019/2020 shall allow for exclusions of selected housing units in SRHs of CUT. The excluded placements are at the disposal of the Vice-Rector for Education and the Vice-Rector for Student Affairs. Funds obtained from the rent of the placements listed below shall constitute the income of the Student Housing Complex of CUT.

1. **The Vice-Rector for Education** has at his disposal the excluded housing units for students from international exchanges, foreign students and course participants at the International Centre for Education:
2. **International Relations Office**

28 placements in 2-person rooms in SRH-4 in the period from 01.10.2019
to 30.06.2020.

These are the rooms: 224/225, 226/227, 228/229, 230/231, 232, 313, 432/433, 805/806;

1. **International Relations Office, Erasmus Programme Section**

90 placements in the period from 1.10.2019 to 30.06.2020:

– 28 placements in 2-person rooms in SRH Bydgoska in the period from 01.10.2019 to 30.06.2020.

These are the housing units: 012, 013, 014, 115, 116, 214, 216;

– 30 placements in 2-person and 3-person rooms in SRH-1 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 414/415, 514/515, 714/715;

– 24 placements in 1- and 2-person rooms (LUX) in SRH-2 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 912/913, 914/915, 1012/1013, 1014/1015;

– 8 placements in 2-person rooms in SRH-4 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 509/510, 1003/1004;

1. **foreign students participating in the Tennessee Programme**

42 placements in 2-person rooms in SRH-4 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 203/204, 205/206, 207/208, 209/210, 211/212, 213/214, 215/216, 233, 303/304, 305/306, 311/312;

1. **International Centre for Education**

180 placements in the period from 01.10.2019 to 30.06.2020:

– 100 placements in 2-person and 3-person rooms in SRH-1.

These are the rooms: 109/110, 209/210, 309/310, 409/410, 509/510, 609/610, 709/710, 809/810, 909/910, 1009/1010;

– 80 placements in 2-person and 3-person rooms in SRH-2.

These are the rooms: 309/310, 409/410, 509/510, 609/610, 709/710, 809/810, 909/910, 1009/1010;

1. **foreign students enrolled for the first year of studies**

70 placements in the period from 01.10.2019 to 30.06.2020:

– 30 placements in 2-person and 3-person rooms in SRH-1.

These are the rooms: 214/215, 314/315, 614/615;

– 40 placements in 2-person and 3-person rooms in SRH-2.

These are the rooms: 303/304, 403/404, 503/504, 603/604;

1. **foreign students enrolled for the first year of second-cycle studies**

30 placements in the period from 16.02.2020 to 30.06.2020:

– 10 placements in 2-person and 3-person rooms in SRH-1.

These are the rooms: 814/815;

– 20 placements in 2-person rooms in SRH-4.

These are the rooms: 222/223, 307/308, 309/310, 507/508, 603/604.

By 10.09.2019 (and in the case of placements available from semester II by 12.02.2020) the administrator in charge of the placements for foreign students shall supply the CUT Student Housing Complex Management (hereinafter referred to as SHCM of CUT) with lists with the names and arrival dates of students as well as their email addresses. On the basis of these lists reservations shall be made in the HMS system together with the assigned advance payments (reservations can be made only after employees of a particular Dean’s Office have introduced student data into the system). Foreign students who have been granted placement in SRH shall be obliged to make an advance payment in the amount of 300 PLN prior to accommodation but not later than by 27.09.2019. The above-mentioned advance payment shall constitute a part of the rent for the month of October 2019. The advance payment shall have to be registered in the student individual account on the basis of the SHCM-generated payment form. The lack of the advance payment within the deadline specified above shall be considered as a cancellation of the SRH placement and may result in the cancellation of the reservation in the system by the SHCM of CUT. It is impossible to pay a bigger amount for the SRH placement within the above-mentioned period. The remaining part of the rent for October may be paid only after the student has been accommodated at SRH and the advance payment has been settled. The obligation to make the advance payment shall not apply to the participants of the Tennessee Programme. The administrator in charge of the placements for foreign students, having obtained from a student a written cancellation of the placement in SRH of CUT, shall immediately send the information in writing to the SHCM, thus leaving the freed placement at the disposal of the SHCM. From that moment the SHCM shall be entitled to transfer foreign students between the rooms within a given SRH in order to ensure the optimal occupancy and profitability of SRHs. The SHCM can make an offer to a student/students left in a room where a placement has been freed to increase the rent for the room in order not to accommodate another person there.

1. **The Vice-Rector for Student Affairs** has at his disposal the excluded housing units for students enrolled for the first year of studies, doctoral students, disabled persons, members of the Academic Sports Association of CUT, members of the Parliament of the Student Government of CUT, the General Council of the Student Housing Complex and the Residents Council of SRHs:
2. **doctoral students**

8 placements in 2-person rooms in SRH-4 in the period from 01.10.2019 to 30.06.
2020.

These are the rooms: 424/425, 426/427.

The regulations regarding granting placements for this group of people have been specified in section 8;

1. **disabled persons**

18 placements in the period from 01.10.2019 to 30.06.2020:

– 6 placements in 1- and 2-person rooms in SRH-1.

These are the rooms: 114A (1-person), 114B (2-person), 115A (1-person), 115B
(2-person);

– 4 placements in 1-person rooms in SRH-3.

These are the rooms: 112A, 112B, 113A, 113B;

– 8 placements in 2-person rooms in SRH-4.

These are the rooms: 103/104, 105/106, 503, 504;

The regulations regarding granting placements for this group of people have been specified in section 6;

1. **students enrolled for the first year of studies**

300 placements in the period from 01.10.2019 to 30.06.2020.

The regulations regarding granting placements for this group of people have been specified in section 9;

1. **the Academic Sports Association - the CUT Club**

4 placements in 1-person rooms in SRH-1 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 803a, 804a, 903a, 904a;

8 placements in 2-person rooms in SRH-4 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 403/404, 405/406;

The regulations regarding granting placements for this group of people have been specified in section 11;

1. **the Parliament of the Student Government of CUT**

16 placements in 2-person rooms in SRH-4 in the period from 01.10.2019 to 30.06.2020.

These are the rooms: 409/410, 411/412, 413/414, 415/416.

Regulations regarding granting placements for this group of people have been specified in section 11;

1. **the General Council of Student Housing Complex/ the Residents Councils of SRHs**

26 placements in the period from 01.10.2019 to 30.06.2020.

By 13.05.2019 the General Council of Student Housing Complex shall have supplied the SHCM of CUT with the list with names (of current members of the Housing Complex Council/Residents Councils) and applications for placements in SRHs signed by people who will continue studies at CUT in the academic year 2019/2020, including indications in which SRH each of the people will be accommodated.

1. The Head of the SHC has the remaining placements in SRHs of CUT at their disposal.

3. Placements in SRHs will be granted in accordance with the following principles:

1. All CUT students applying for placements in SRHs of CUT are obliged to send an email application for a placement in SRHs of CUT through the Virtual Dean’s Office system, from 07.05.2019 (from 6 pm) to 12.05.2019 (to 11:59 pm).

People with overdue payments for accommodation may apply for a placement in SRHs of CUT for the academic year 2019/2020 only after the overdue payments have been settled and registered in the student individual account; in the case of overdue payments the Virtual Dean’s Office system shall disable the possibility of sending e-applications.

1. The SHCM of CUT shall verify the received applications on 13.05.2019, and shall issue authorizations to make reservations for the CUT students who will find themselves in the group of people with the lowest income (income per each family member not higher than 950.20 PLN/month for the fiscal year 2018).
2. The CUT students who will find themselves in the group of people with the lowest income (income per each family member not higher than 950.20 PLN/month for the fiscal year 2018) shall be granted the right to make a reservation of a selected SRH through the Virtual Dean’s Office system in the following periods:

a) women – from 13.05.2019 (from 6 pm) to 16.05.2019 (to 4 pm),

b) men – from 14.05.2019 (from 6 pm) to 16.05.2019 (to 4 pm).

4) The CUT students applying for placements in SRHs of CUT who have not sent an e-application within the deadline specified in section 3 item 1, shall be granted the right to send an e-application for a placement in SRHs of CUT by email through the Virtual Dean’s Office system from 17.05.2019 (from 6 pm) to 19.05.2019 (to 11:59 pm).

5) On 20.05.2019 the SHCM of CUT shall issue authorizations to make reservations for the CUT students who are currently accommodated in SHC of CUT and have sent an e-application within the deadline specified in section 3 item 1 or 4.

6) The CUT students who are currently accommodated in SHC of CUT shall be granted the right to make a reservation of a selected SRH through the Virtual Dean’s Office system in the following periods:

a) women – from 20.05.2019 (from 6 pm) to 23.05.2019 (to 4 pm),

b) men – from 21.05.2019 (from 6 pm) to 23.05.2019 (to 4 pm).

7) On 24.05.2019 the SHCM of CUT shall issue authorizations to make reservations for the remaining CUT students who have sent an e-application within the deadlines specified in section 3 item 1 or 4, but the authorizations shall be granted on the first come first served basis with respect to the sequence of e-applications sent through the Virtual Dean’s Office system and the availability of free placements not occupied by the students who have made reservations within the deadlines specified in section 3 items 3 and 6.

8) The remaining CUT students to whom the SHCM of CUT will issue authorizations to further proceed applications for placements in SRHs of CUT shall be granted the right to make a reservation of a selected SRH through the Virtual Dean’s Office system in the following periods:

women and men – from 24.05.2019 (from 6 pm) to 26.05.2019 (to 11:59 pm).

9) During the process of making reservations, a particular SRH shall be selected on the first come first served basis with respect to the sequence of applications sent through the Virtual Dean’s Office system; the choice of a room in the reserved SRH shall take place outside the Virtual Dean’s Office system; rooms shall be assigned by the Residents Council together with the Head of SRH, with a written approval of the Head of SHC of CUT; the anticipated date of rooms selection is 4-5.06.2019 (the precise date and regulations regarding the allocation of rooms shall be published on the website [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl)).

10) Students who make a reservation through the Virtual Dean’s Office system shall be obliged to make an advance payment in the amount of 300 PLN within 7 days from the date of making the reservation; the advance payment shall constitute a part of the accommodation payments for the month of October 2019; failure to meet this requirement may result in cancellation of the reservation by the SHCM of CUT, and the student shall have a possibility to reapply for a placement in SRH of CUT outside the Virtual Dean’s Office system, in accordance with the regulations specified in section 3 item 12. The payment of the required advance shall be considered as confirmation of the selection of the placement in a particular SRH of CUT.

11) In the case of current residents of SRHs of CUT (2018/2019), cancellations of placements reserved for the academic year 2019/2020 should be reported to the SHCM of CUT before the specified date of the advance payment. The lack of a written notification of cancellation shall result in the deduction of the advance payment amount due before the accommodation payment from the current accommodation payment. In such a case payments registered as advance payments shall not be refundable.

12) In case there are free placements not occupied by the students making reservations on the dates indicated in section 3 items 3, 6 and 8, the SHCM of CUT shall accept applications for placements in SRHs of CUT from 10.06.2019, until the limit of placements has been exhausted.

1. A CUT student applying for a placement in SRH of CUT shall be obliged to:
* submit the application to the SHCM of CUT (form no.1),
* in the case of making a reservation in SRH of CUT by the SHCM of CUT – make the advance payment in the amount of 300 PLN within 7 days from the date of submitting the application for a placement; the advance payment will constitute a part of the accommodation payment for the month of October 2019. Failure to make the advance payment on the date given above may result in cancellation of the reservation by the SHCM of CUT and offering the reserved placement for further sale.
1. A student from another university applying for a placement in SRH of CUT shall be obliged to:
* personally submit the application to the SHCM of CUT (form no.3) together with a confirmation of the student status from the home university and presentation of a personal ID card,
* in the case of making a reservation in SRH of CUT by the SHCM of CUT – make the advance payment in the amount of 300 PLN plus applicable VAT within 7 days from the date of submitting the application for a placement; the advance payment will constitute a part of the accommodation payment for the month of October 2019. The payment shall be registered in the SRH of CUT in which the student has obtained the placement. Failure to make the advance payment on the date given above may result in cancellation of the reservation by the SHCM of CUT and offering the reserved placement for further sale.

4. CUT students who wish to live in 1-person rooms in SRH-1, in 1-person rooms in SRH B-1 or in LUX rooms in SRH-2, may apply for a placement in the following way:

1) by sending an e-application, in accordance with section 3 item1,

2) by submitting to the SHCM of CUT (SRH-2, room 05) or by emailing dorota.rzeszutek@pk.edu.pl a justification for applying for a 1-person room or a LUX room, supported with appropriate documents, within the period from 13.05.2019 to 15.05.2019.

Students applying for placements in SRHs of CUT on the basis of the above must have no overdue payments for accommodation (this refers to current residents of SRHs of CUT).

Placements in 1-person rooms in SRH-1, in SRH B-1 or in LUX rooms in SRH-2 shall be allocated by the decision of the Commission consisting of the representatives of the SHCM of CUT (heads of SRH-1, SRH B-1, SRH-2, an administrative employee) and of the General Council of Student Housing Complex on the basis of the following criteria:

1. special involvement and activity in Cracow University of Technology issues,
2. health condition which makes it impossible to function in a 2- or 3-person room,
3. awards in the area of science,
4. studying in more than one field,
5. individual curriculum of studies,
6. lack of overdue payments with regard to Cracow University of Technology,
7. lack of reported cases of violating Regulations of the SHC of CUT,
8. other appropriate justifications.

The SHCM of CUT shall inform by 22.05.2019 all the people who have submitted the above mentioned documents, whether a placement in a 1-person room in SRH-1, in SRH B-1 or in a LUX room in SRH-2 has been granted or if the application has been rejected.

Students of CUT who shall obtain a placement in a 1-person room in SRH-1, in SRH B-1 or in a LUX room in SRH-2 shall be obliged to make an advance payment in the amount of 300 PLN by 30.05.2019. The advance payment will constitute a part of the accommodation payment for the month of October 2019. Failure to make the advance payment on the date given above may result in cancellation of the reservation by the SHCM of CUT.

5. CUT students who wish to be accommodated with their spouses may apply for a placement in SRH-1 (there is a pool of 10 available 2-person rooms with a kitchen unit and bathroom, with the numbers: 111, 211, 311, 411, 511, 611, 711, 811, 911, 1011), in SRH-2 (there are two 2-person apartments of around 35m2 with a kitchen unit and bathroom) or in SRH B-1 in Bydgoska Street (there is a pool of 2 available 2-person rooms with a balcony or an independent kitchen unit, with the numbers: 217, 203) by personally submitting the following documents to the SHCM of CUT from 16.05.2019 until the limit of available placements has been exhausted:

1. marriage certificate (in the case of a married couple) or a confirmation of the planned wedding date (in the case of people who will have got married by 01.10.2019),
2. both spouses’ identity cards,
3. application of a CUT student (form no. 1),
4. application (form no. 3) of the spouse (or the future spouse), with a confirmation of student status from the home university (in case of being a student).

Placements in SRHs of CUT are granted on the first come first served basis with respect to the date of submitting complete documentation.

The spouses (or future spouses) who possess the student status at the CUT shall make an advance payment in the amount of 300 PLN within 7 days from the date of submitting the application for a placement (the advance payment will constitute a part of the accommodation payment for the month of October 2019) and the accommodation payment for SRH of CUT, according to the valid price list, by the 15th of each month during the academic year.

The spouses (or future spouses) who do not possess the student status shall make an advance payment in the amount of 300 PLN + applicable VAT within 7 days from the date of submitting the application for a placement (the advance payment will constitute a part of the accommodation payment for the month of October 2019) and the accommodation payment for SRH of CUT, according to the valid price list, by the 5th of each month during the academic year.

The spouses (or future spouses) who possess the student status at another university shall make an advance payment in the amount of 300 PLN + applicable VAT within 7 days from the date of submitting the application for a placement (the advance payment will constitute a part of the accommodation payment for the month of October 2019) and the accommodation payment for SRH of CUT, according to the valid price list, by the 15th of each month during the academic year.

6. Disabled persons shall submit application forms in person to the SHCM of CUT from 20.05.2019 to 30.08.2019. Priority in granting placements in the unit for the disabled shall be given to the CUT students who submit the application with an attached medical certificate on the degree of their disability related to motor organ disorders.

 Placements in the unit for the disabled shall be allocated by the decision of the Commission consisting of the Rector’s Plenipotentiary for the Disabled and a representative of the SHCM of CUT, which by 6.09.2019 shall inform all the people who have submitted the above documents whether a placement has been granted or if the application has been rejected.

7. Single parents may apply for a placement in SRH of CUT in the following way:

1. by personally submitting to the SHCM of CUT an application for a placement in SRH of CUT and a copy of the child’s birth certificate (the original available for inspection) from 21.05.2019 to 30.08.2019,
2. if they do not owe any overdue accommodation payments (refers to current residents of SRHs of CUT).

Four placements have been selected for single parents in 1-person rooms in SRH-4 within the period from 01.10.2019 to 30.06.2020. These are the rooms: 622/623, 632/633.

Placements in SRHs of CUT shall be granted on the first come first served basis with respect to the date of submitting complete documentation.

8. Doctoral students may submit applications to the Chairperson of the University Council of Doctoral Student Government of CUT in the following periods:

1) from 21.05.2019 to 30.08.2019 – doctoral students of the II year of studies or older,

2) from 02.09.2019 to 02.10.2019 – people enrolled in the I year of doctoral studies (Doctoral School) at the CUT.

The Doctoral Student Government of CUT shall submit to the SHCM of CUT lists with names and applications by 06.09.2019 (doctoral students of the II year of studies or older) and 04.10.2019 (people enrolled in the I year of doctoral studies – Doctoral Schools - at the CUT). In the case a written notice of cancellation of unoccupied placements has not been submitted to the SHCM of CUT within the specified period, the SHCM of CUT shall become the administrator of these placements.

9. Placements in SRH of CUT for people enrolled in the I year of the first cycle and second cycle studies at the CUT shall be allocated in accordance with the following principles:

1. all people applying for a placement in SRH of CUT shall be obliged to send by email an e-application for a placement in SRH of CUT through the Virtual Dean’s Office system, within the period from 21.08.2019 (from 10.00 am) to 25.08.2019 (to 11.59 pm),
2. making reservations of a selected SRH through the Virtual Dean’s Office system shall be possible within the period from 27.08.2019 (from 10.00 am) to 01.09.2019 (to 11.59 pm); after this deadline all e-applications submitted by students, for which a reservation has not been made, shall not be taken into account by the SHCM of CUT, and unoccupied placements shall be included in the general pool of placements available in SRHs of CUT, which can be accessible to anyone interested (CUT students continuing their studies, students from other universities, etc.),
3. during the process of making reservations a particular SRH shall be selected on the first come first served basis with respect to the sequence of applications sent; the choice of a room in the reserved SRH shall take place outside the Virtual Dean’s Office system at the accommodation stage (section 13 of these regulations, Schedule of Accommodating in SRHs of CUT for the academic year 2019/2020), i.e. with the Head of a particular SRH,
4. people who have made a reservation through the Virtual Dean’s Office system shall be obliged to make an advance payment in the amount of 300 PLN within 7 days from the date of making the reservation, which will constitute a part of the accommodation payment for the month of October 2019; failure to meet this requirement may result in cancellation of the reservation by the SHCM of CUT; the payment of the required advance is considered as a confirmation of the selection of a placement in SRH of CUT,
5. people who have not been granted the right to further proceed the e-application through the Virtual Dean’s Office system shall have a possibility to again apply for a placement in SRH of CUT only in case there are available placements left (it is necessary to contact the SHCM of CUT and submit an application in accordance with form no. 2).

10. People after the last year of studies who have not submitted their diploma dissertations and shall be removed from the list of students on 01.10.2019 as well as CUT graduates may submit to the SHCM of CUT applications for placements in SRH of CUT (form no. 3) for the academic year 2019/2020, starting on 10.06.2019, on condition that the SHCM of CUT has available placements.

These people shall make an advance payment in the amount of 300 PLN + applicable VAT within 7 days from the date of submitting the application for a placement; (The advance payment will constitute a part of the accommodation payment for the month of October 2019), and shall make payments by the 5th of each month for accommodation at SRH of CUT, in accordance with the valid price list.

11. The Academic Sports Association of CUT and the Student Government of CUT shall submit to the SHCM of CUT lists with names and applications by 06.09.2019. In the case a written notice of cancellation of unoccupied placements has not been submitted to the SHCM of CUT within the specified period, the SHCM of CUT shall become the administrator of these placements. All the people indicated on the lists submitted to the SHCM of CUT shall be obliged to make an advance payment in the amount of 300 PLN by 18.09.2019. Failure to meet this requirement may result in cancellation of the reservation by the SHCM of CUT. The advance payment will constitute a part of the accommodation payment for the month of October 2019.

12. Cancellation of a granted placement in SRH of CUT takes place on the basis of a student’s written request for cancellation of the reservation (submitted in person to the SHCM of CUT, SRH-2, room 05 or by email to the following address: dorota.rzeszutek@pk.edu.pl).

In the case of cancellation of a granted placement in SRH of CUT or not reporting for accommodating within the prescribed deadline, the SHCM of CUT shall not refund advance payments, subject to § 3 section 3 of the Rules and Regulations of the Student Housing Complex at CUT.

13. Schedule of Accommodating in SRHs of CUT for the academic year 2019/2020:

16.09.2019 (Monday) from 9 am to 3 pm

17.09.2019 (Tuesday) from 9 am to 3 pm

18.09.2019 (Wednesday) from 9 am to 3 pm

19.09.2019 (Thursday) from 9 am to 3 pm

20.09.2019 (Friday) from 9 am to 3 pm

23.09.2019 (Monday) from 9 am to 3 pm

24.09.2019 (Tuesday) from 9 am to 3 pm

25.09.2019 (Wednesday) from 9 am to 5 pm

26.09.2019 (Thursday) from 9 am to 5 pm

27.09.2019 (Friday) from 9 am to 5 pm

28.09.2019 (Saturday) from 9 am to 3 pm

30.09 2019 (Monday) from 9 am to 5 pm

01.10.2019 (Tuesday) from 9 am to 5 pm

02.10.2019 (Wednesday) from 9 am to 5 pm

The person who has been granted a placement in SRH of CUT shall be accommodated in the SRH of CUT which has been selected at the reservation stage.

SRH -1 3 Skarżyńskiego street phone: 12 648-25-91

SRH -2 5 Skarżyńskiego street phone: 12 648-26-72

SRH -3 7 Skarżyńskiego street phone: 12 648-25-54

SRH -4 9 Skarżyńskiego street phone: 12 647-08-13

SRH B-1 19A Bydgoska street phone: 12 363-40-01

In order to get accommodated in SRH of CUT for the academic year 2019/2020 the student shall be obliged to prepare:

1. identity card, in the case of foreign students the passport and valid residence visa are required,
2. photo in the digital format for the resident ID card – this applies to people who do not have their photos in the Virtual Dean’s Office system database,
3. 12 PLN for each day per person, if accommodating for the academic year takes place before 1 October 2019 (paid in advance at the administration office of a given SRH).

14. Students who for important reasons will not be able to get accommodated within the deadlines specified in the schedule shall be obliged to obtain by 27.09.2019 a written approval for a later accommodation date from the SHCM of CUT, but it should be noted that 30.10.2019 shall be the final accommodation date. Applications for the postponement of the accommodation date may be submitted in person in writing to the SHCM of CUT, SRH-2, room 05, or by email to the following address: dorota.rzeszutek@pk.edu.pl. In the case of obtaining the approval from the SHCM of CUT, the applicant for the postponement of the accommodation date shall be obliged, after getting accommodated, to pay the accommodation fee for the month of October 2019 in full (taking into account the registered advance payment).

15. Placement fees in SRHs of CUT:

The fee for a placement in SRH of CUT is different for particular SRHs due to their technical condition, type of room (1-/2-/3-person/couple rooms, LUX rooms), standard and equipment. Payments shall be made into a student’s individual account (in accordance with the curriculum of studies), but it should be noted that a payment will be registered correctly as an accommodation fee for a student residence hall only in the cases when transfers are supplied with the “**DS**” payment title.

RATES FOR STUDENTS AND DOCTORAL STUDENTS OF CUT

valid from 01.10.2019 to 30.06.2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of room | SRH-1 | SRH-2STANDARD | SRH-2LUX | SRH-3 | SRH-4 | SRH-B1 |
| 1-person room | 430.00 PLN | --- | 520.00 PLN | 350.00 PLN | --- | 450.00 PLN (L)380.00 PLN (S) |
| 2-person room | 350.00 PLN | 350.00 PLN | 450.00 PLN | 320.00 PLN | 400.00 PLN | 380.00 PLN |
| 3-person room | 350.00 PLN | 350.00 PLN | --- | 320.00 PLN | --- | --- |
| room for couple | 400.00 PLN | --- | 600.00 PLN | --- | ---  | --- |

GROSS RATES FOR STUDENTS AND DOCTORAL STUDENTS FROM OTHER UNIVERSITIES

valid from 01.10.2019 to 30.06.2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of room | SRH-1 | SRH-2STANDARD | SRH-2LUX | SRH-3 | SRH-4 | SRH-B1 |
| 1-person room | 500.00 PLN | --- | 600.00 PLN | 400.00 PLN | --- | 500.00 PLN (L)400.00 PLN (S) |
| 2-person room | 390.00 PLN | 380.00 PLN | 500.00 PLN | 370.00 PLN | 450.00 PLN | 400.00 PLN |
| 3-person room | 390.00 PLN | 380.00 PLN | --- | 370.00 PLN | --- | --- |
| room for couple | 450.00 PLN | --- | 650.00 PLN | --- | ---  | --- |

GROSS RATES FOR PEOPLE WHO DO NOT HAVE THE STATUS OF A STUDENT OR DOCTORAL STUDENT

valid from 01.10.2019 to 30.06.2020

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of room | SRH-1 | SRH-2STANDARD | SRH-2LUX | SRH-3 | SRH-4 | SRH-B1 |
| 1-person room | 550.00 PLN | --- | 650.00 PLN | 450.00 PLN | --- | 550.00 PLN (L)500.00 PLN (S) |
| 2-person room | 420.00 PLN | 420.00 PLN | 550.00 PLN | 420.00 PLN | 500.00 PLN | 450.00 PLN |
| 3-person room | 420.00 PLN | 420.00 PLN | --- | 420.00 PLN | --- | --- |
| room for couple | 500.00 PLN | --- | 750.00 PLN | --- | ---  | --- |

Temporary accommodation rates will be valid in the period from 01.07.2019 to 30.09.2019.

16. Students and doctoral students of the CUT may submit applications for exemptions from paying the fees which are listed in section 15, if:

1. they contribute to the university development and promotion through their active involvement for the benefit of the Cracow University of Technology (in particular in bodies of students and doctoral students governments as well as in students and doctoral students organizations),
2. they have achieved (in the academic year in which the application for exemptions from fees is submitted, or in the previous academic year) excellent sports results, confirmed by won medals in competitions of national and international significance,
3. they have experienced particular fortuitous events (such as: robbery, flood, fire, applicant’s serious injury or an unfortunate accident suffered by the applicant, death of a close member of the applicant’s family, serious injury or an unfortunate accident suffered by a close member of the applicant’s family) within 3 months prior to the date of submitting the application, and which have not been financially compensated for from the scholarship fund.

The application for exemptions from fees should be submitted by the applying student/doctoral student at the office of the Vice-Rector for Student Affairs. The application should contain information about the proposed period of exemption from fees. The application should be submitted together with the opinion of, respectively, the Parliament of the Student Government of CUT or the University Council of the Doctoral Student Government (in the cases listed in items 1 and 3) or the opinion of the Academic Sports Association of CUT (in the cases listed in item 2). The decision about the period of exemption from fees is made by the Vice-Rector for Student Affairs. The amount of the exemption is covered from the funds at the disposal of the Vice-Rector for Student Affairs.

17. Other fees valid in the academic year 2019/2020:

1. parking fees for residents of the SHC of CUT and CUT employees :
	1. fee for a parking space on the external parking lot situated near tennis courts in Skarżyńskiego street:

– 100 PLN/winter semester (October 2019 – February 2020),

– 100 PLN/summer semester (March 2020 – July 2020),

– 50 PLN/month.

* 1. fee for a parking space on the parking lot situated in Bydgoska street (SRH B-1):

– 200 PLN/winter semester (October 2019 – February 2020),

– 200 PLN/summer semester (March 2020 – July 2020),

– 100 PLN/month.

1. parking fees for other people who are not residents of the SHC of CUT:
	1. fee for a parking space on the external parking lot situated near tennis courts in Skarżyńskiego street:

– 100 PLN/month,

* 1. fee for a parking space on the parking lot situated in Bydgoska street (SRH B-1):

– 150 PLN/month.

Detailed regulations regarding the sale of parking spaces shall be specified in a separate decision taken by the SHCM of CUT and agreed with the General Council of the Student Housing Complex.

1. 10 PLN – issue of the resident magnetic card (payable on accommodating); it applies to residents who do not possess the Electronic Student ID (ELS).

18. The SHCM of CUT office is located in SRH-2, room 05, at 5 Skarżyńskiego street; applications and other documents can be submitted on working days from Monday to Friday, between 8.30 am and 2 pm.

19. Documents can be submitted to the SHCM of CUT in person or by another person who has a written authorization (authorization in accordance with form no. 4).

20. All comments regarding the allocation of placements in Student Residence Halls of the Cracow University of Technology for the academic year 2019/2020 should be submitted in writing (appeal in accordance with form no. 5) to the SHCM of CUT (to be considered by the Head of the Student Housing Complex after receiving the opinion of the General Council of SHC). Decisions of the Head of the Student Housing Complex can be appealed against to the Vice-Rector for Student Affairs – in the case of students, or to the Administrative Director of CUT – in the case of other people.

*Form no. 1*

header stamp of faculty/university

**Application**

**for granting a placement in a Student Residence Hall of the Cracow University of Technology**

**in the academic year 2019/2020**

**Surname** *(in block capitals)* ...........................................................................................................

**Names** *(in block capitals)* ................................................................................................................

**Register number** ……….…….......................................................................................................................

**PESEL number (Polish Resident Identification Number)** ..........................................................................................................................................

**Foreigner**: □ YES □ NO

**Permanent registered address:**

postal code and city/town .........................................................................................................................

street, house no., flat no. ..................................................................................................................

**Contact phone number** ……………………………………………………………………………………….

**University**.................................................................................................................................................

Faculty ...................................................................................................................................................

Studies: I cycle/II cycle/III cycle *(cross out accordingly)*

Year of studies...........................................................................................................................................

Field of studies/ major................................................................................................................................

Virtual Account Number ……………………………………………………………………….………………..

Date of completion of the last semester of studies ……………………………………….….………………..

*(applies only to students of the last year of studies)*

**Status:** □ student

□ doctoral student

□ person after the last year of studies

□ graduate

□ other ………………………………………………………………….…………………………

………………………............................................

 signature of SHCM employee

I am hereby applying for a placement in a Student Residence Hall of the Cracow University of Technology for the period from ………………… to ………………..; I acknowledge that I have read the Rules and Regulations of the Student Housing Complex and I undertake to make timely accommodation payments for the SRH of CUT by the 15th of each month (student, doctoral student) or by the 5th of each month (person after the last year of studies, graduate, other people); the date of registering the payments on the CUT account is decisive.

Pursuant to Article 13 section 1 and section 2 of the regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 (GDPR) on the protection of individual persons with regard to personal data processing and free flow of such data as well as the repeal of the directive 95/46/WE (on the general data protection) the Cracow University of Technology is hereby informing that:

1. Tadeusz Kościuszko University of Technology located at 24 Warszawska street, 31-155 Kraków, is the administrator of personal data,
2. contact with the data protection inspector at Tadeusz Kościuszko University of Technology is possible at the email address: iodo@pk.edu.pli, phone 12628 22 37;
3. personal data shall be processed for the purpose of accommodation, living in Student Residence Halls of CUT and making payments,
4. supplying personal data is a statutory requirement, and is necessary for the administrator to be able to satisfy the legal requirements,
5. personal data shall be processed on the basis of the Act on Registration of Population (Official Journal of Laws of 2018, item 1382, as amended), the Accounting Act (Official Journal of Laws of 2019, item 351, as amended),
6. personal data shall be stored during the period of stay in a Student Residence Hall, and in the period specified by the legal regulations: the Act on national archive resources and the Accounting Act,
7. every person has the right to access their personal data contents and the right to correct, delete, restrict processing, transfer data, raise an objection, revoke the permission at any time without interfering with the legal compliance of data processing which was carried out on the basis of the permission before it was revoked,
8. every person has the right to file a complaint to the President of the Office for Personal Data Protection if they decide that the processing of their personal data violates the general personal data protection regulation of 27 April 2016.

Kraków, (date) .......................... ........................................

applicant’s signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information confirming a granted placement in SRH of CUT**

A placement has been granted in the SRH of CUT no........... for the period from ......................... to .............................

........................................

 signature of SHCM employee

*Form no. 2*

**Applies to people enrolled in the first year of studies or the Doctoral School of CUT**

**Application**

**for granting a placement in a Student Residence Hall of the Cracow University of Technology**

**in the academic year 2019/2020**

**Surname** *(in block capitals)* ...........................................................................................................

**Names** *(in block capitals)* ................................................................................................................

**PESEL number (Polish Resident Identification Number)** ..........................................................................................................................................

**Foreigner**: □ YES □ NO

**Permanent registered address:**

postal code and city/town .........................................................................................................................

street, house no., flat no. ..................................................................................................................

**Contact phone number** ……………………………………………………………………………………….

**University**.................................................................................................................................................

Faculty ...................................................................................................................................................

Studies: I cycle/II cycle/III cycle *(cross out accordingly)*

Field of studies/ major................................................................................................................................

Virtual Account Number ……………………………………………………………………….………………..

I am hereby applying for a placement in a Student Residence Hall of the Cracow University of Technology for the period from ………………… to ………………..; I acknowledge that I have read the Rules and Regulations of the Student Housing Complex and I undertake to make timely accommodation payments for the SRH of CUT by the 15th of each month (the date of registering the payments on the CUT account).

I declare that I have completed all formalities regarding enrollment in the first year of studies for the field of studies and faculty specified in the form.

Pursuant to Article 13 section 1 and section 2 of the regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 (GDPR) on the protection of individual persons with regard to personal data processing and free flow of such data as well as the repeal of the directive 95/46/WE (on the general data protection) the Cracow University of Technology is hereby informing that:

1. Tadeusz Kościuszko University of Technology located at 24 Warszawska street, 31-155 Kraków, is the administrator of personal data,
2. contact with the data protection inspector at Tadeusz Kościuszko University of Technology is possible at the email address: iodo@pk.edu.pli, phone 12628 22 37;
3. personal data shall be processed for the purpose of accommodation, living in Student Residence Halls of CUT and making payments,
4. supplying personal data is a statutory requirement, and is necessary for the administrator to be able to satisfy the legal requirements,
5. personal data shall be processed on the basis of the Act on Registration of Population (Official Journal of Laws of 2018, item 1382, as amended), the Accounting Act (Official Journal of Laws of 2019, item 351, as amended),
6. personal data shall be stored during the period of stay in a Student Residence Hall, and in the period specified by the legal regulations: the Act on national archive resources and the Accounting Act,
7. every person has the right to access their personal data contents and the right to correct, delete, restrict processing, transfer data, raise an objection, revoke the permission at any time without interfering with the legal compliance of data processing which was carried out on the basis of the permission before it was revoked,
8. every person has the right to file a complaint to the President of the Office for Personal Data Protection if they decide that the processing of their personal data violates the general personal data protection regulation of 27 April 2016.

Kraków, (date) .......................... ........................................

applicant’s signature

 Confirmation of completing formalities regarding enrollment in studies at CUT.

............................................................................

signature of SHCM employee

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information confirming a granted placement in SRH of CUT**

A placement has been granted in the SRH of CUT no........... for the period from ......................... to .............................

.................................................

 signature of SHCM employee

*Form no. 3*

**Applies to people who are not CUT students**

**Application**

**for granting a placement in a Student Residence Hall of the Cracow University of Technology**

**in the academic year 2019/2020**

**Surname** *(in block capitals)* ...........................................................................................................

**Names** *(in block capitals)* ................................................................................................................

**Date of birth**............................................... **Place of birth**…………………………………………….

**Father’s name** .............................................**Mother’s name**…………………………………………

**Foreigner**: □ YES □ NO

**PESEL number (Polish Resident Identification Number)**............................................................

**ID series and number** ………………………………………………………………………………….

*(applies to Polish citizens)*

**Passport series and number:** …………………………………………………………..

*(applies to foreigners)*

**Permanent registered address:**

postal code and city/town .........................................................................................................................

street, house no., flat no. ..................................................................................................................

**Contact phone number** ……………………………………………………………………………………….

**University**.................................................................................................................................................

Faculty ...................................................................................................................................................

Studies: I cycle/II cycle/III cycle/Doctoral School *(cross out accordingly)*

Year of studies...........................................................................................................................................

**Status:** □ student

□ doctoral student

□ person after the last year of studies

□ graduate

□ other ………………………………………………………………….…………………………

I am hereby applying for a placement in a Student Residence Hall of the Cracow University of Technology for the period from ………………… to ………………..; I acknowledge that I have read the Rules and Regulations of the Student Housing Complex and I undertake to make timely accommodation payments for the SRH of CUT by the 15th of each month (student, doctoral student) or by the 5th of each month (person after the last year of studies, graduate, other people); the date of registering the payments on the CUT bank account is decisive.

Pursuant to Article 13 section 1 and section 2 of the regulation of the European Parliament and Council (EU) 2016/679 of 27 April 2016 (GDPR) on the protection of individual persons with regard to personal data processing and free flow of such data as well as the repeal of the directive 95/46/WE (on the general data protection) the Cracow University of Technology is hereby informing that:

1. Tadeusz Kościuszko University of Technology located at 24 Warszawska street, 31-155 Kraków, is the administrator of personal data,
2. contact with the data protection inspector at Tadeusz Kościuszko University of Technology is possible at the email address: iodo@pk.edu.pli, phone 12628 22 37;
3. personal data shall be processed for the purpose of accommodation, living in Student Residence Halls of CUT and making payments,
4. supplying personal data is a statutory requirement, and is necessary for the administrator to be able to satisfy the legal requirements,
5. personal data shall be processed on the basis of the Act on Registration of Population (Official Journal of Laws of 2018, item 1382, as amended), the Accounting Act (Official Journal of Laws of 2019, item 351, as amended),
6. personal data shall be stored during the period of stay in a Student Residence Hall, and in the period specified by the legal regulations: the Act on national archive resources and the Accounting Act,
7. every person has the right to access their personal data contents and the right to correct, delete, restrict processing, transfer data, raise an objection, revoke the permission at any time without interfering with the legal compliance of data processing which was carried out on the basis of the permission before it was revoked,
8. every person has the right to file a complaint to the President of the Office for Personal Data Protection if they decide that the processing of their personal data violates the general personal data protection regulation of 27 April 2016.

Kraków, (date) .......................... ........................................

applicant’s signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information confirming a granted placement in SRH of CUT**

A placement has been granted in the SRH of CUT no........... for the period from ......................... to ............................. in room no. ………………..

................................................

 signature of SHCM employee

*Form no. 4*

**AUTHORIZATION**

I, …………………………………………………………………., PESEL no. ……………………………….,

 (name and surname)

residing at…………..………………………………………………………………………, hereby authorize

 (address of residence)

…………………………………………………………...…..., PESEL no. ….………………………………..,

(name and surname)

residing at …………………………………………………….……………….…………………….

 (address of residence)

to submit on my behalf the ‘Application for granting a placement in a Student Residence Hall of CUT’.

Kraków, ……………………………… …………………………………………………… (date) (signature)

*Form no. 5*

………………………………………… Kraków, ………………………

(name and surname) (date)

…………………………………………

(faculty, year of studies)

…………………………………………

(address of residence)

…………………………………………

 (phone number)

**APPEAL**

I am hereby kindly requesting to reconsider the possibility of granting a placement in the Student Residence Hall of CUT no………., located at …………………………. ………..street in Kraków.

The above appeal results from ……………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

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 (signature)