



UNIwersytet Jagielloński  
w Krakowie

**Regulation no 58**

**Jagiellonian University's Rector**

**of 12 July 2016**

**on: Regulations of allocation of places in the students' dormitories of the Jagiellonian University in Kraków to the participants of the Erasmus+ programme**

Pursuant to the article 66 paragraph 2 of the act of 27 July 2005 – Higher education law (inified text: Journal of Laws of 2012 item 572, with amendments) and § 27 paragraph 4 of the Statute of Jagiellonian University, we declare as follows :

§ 1

1. The regulation determines the rules of allocation of places in the students' dormitories of the Jagiellonian University in Kraków to the participants of the Erasmus+ programme, hereinafter named 'programme'.
2. The provisions of these regulations are not applicable to Collegium Medicum.

§ 2

Whenever in the regulation reference is made to:

- 1) Participant of the programme – this is understood to mean a student of a foreign university pursuing a part of studies at the Jagiellonian University in Kraków within the framework of the programme;
- 2) referral – this is understood to mean the allocation of a place in the students' dormitory by the Vice-Rector for Educational Affairs of the JU;
- 3) validity of the referral – this is understood to mean the period, in which the participant of the programme has the right to check-in after having obtained the referral;
- 4) blocking of places – this is understood to mean the last day of accommodating of the participants of the programme.

**Chapter I. Allocation of places in students' dormitories**

§ 3

The participant of the programme may apply for a place in the students' dormitory during the academic year for a period of 9 months, with a possibility of accommodation during the summer repeat examination session.

#### § 4

Places in students' dormitories are allocated by the Vice-Rector for Educational Affairs.

#### § 5

1. The Vice-Rector for Educational Affairs sets:
  - 1) time limits for the submission of applications for places in the students' dormitories;
  - 2) time limits for the allocation of places in the students' dormitories;
2. The time limits, referred to in paragraph 1, will be announced on the website of the International Students' Mobility Office.

#### § 6

1. The main measure taken into account during allocation of places in students' dormitories is a difficult financial situation of the participant of the programme that has been determined by the relevant unit of the home university.
2. Allocation of places in students' dormitories to participants of the programme that do not meet the condition, referred to in paragraph 1, will be determined on the basis of amount of points obtained for:
  - 1) grade point average from the studies:
    - a) 4.0 or equivalent – 1 point,
    - b) 4,5 or equivalent – 2 points,
    - c) 5.0 or equivalent – 3 points,  
- grade point average rounded up a figure.
  - 2) year of study of the participant of the programme:
    - a) second year students of the first-cycle and long-cycle magister studies  
– 1 point,
    - b) third year students of the first-cycle and long-cycle magister studies  
– 2 points,
    - c) fourth year students of the long-cycle magister studies and first year students of the second-cycle studies  
– 3 points,
    - d) fifth year students of the long-cycle magister studies and second year students of the second-cycle studies  
– 4 points,
  - 3) level of disability authenticated by a decision of a competent body:
    - a) mild – 2 points,
    - b) moderate – 3 points,
    - c) severe – 4 points,
3. The awarding of points is contingent upon presentation of documents confirming that the criteria, referred to in paragraph 2, have been met and cover the academic year previous to academic year for which the place in the students' dormitory is allocated for
4. In justified cases, particularly when application for a place in the students' dormitory is submitted by an orphan or a severely disabled person, the allocation of places is possible disregarding the scored measures.

#### § 7

1. The participant of the programme may obtain one place for his use in the students' dormitory.

2. Upon a reasoned request of the participant of the programme, the Vice-Rector for Educational Affairs may allocate an additional place in a double room. The participant of the programme meets the expenses related to the additional place.
3. The participant of the programme may apply for a place in the students' dormitory for the spouse, child of the participant of the programme and for a carer of the participant of the programme.

#### § 8

1. Places in the students' dormitory are allocated upon the application of the participant of the programme.
2. The template application form for a place in the students' dormitory constitutes an attachment to the this regulation.
3. The application for the allocation of a place in the students' dormitory should be submitted online by filling in a form available on the platform of long-distance learning.
4. Copy of a certificate issued by the home university confirming the acquired right to receive financial support should be enclosed to the application, to the extent possible in English.

#### § 9

The participant of the programme should eliminate deficiencies in the application within 14 days after receiving a demand via e-mail. In case of lack of elimination of the deficiencies, the application is disregarded.

#### § 10

The participant of the programme, who resigns from the allocated place in the students' dormitory is obliged to notify the International Students' Mobility Office about this fact.

#### § 11

1. Participants of the programme to whom the Vice-Rector for Educational Affairs has not allocated a place, may submit an application for a reconsideration of their case in the time limits determined in accordance with § 5.
2. The Vice-Rector for Educational Affairs examines applications within 14 days of lapse of the time limited, referred to in paragraph 1.

#### § 12

An application for the allocation of a place in the students' dormitory during the academic year should be submitted in paper in the International Students' Mobility Office of the Jagiellonian University in Kraków. Places are allocated by the Economic Commission of the Students' Self-Governing Body of the JU, as part of their vacant places.

#### § 13

Upon completion of the programme, the participant of the programme of a particular academic year may be accommodated in the students' dormitory during the summer break according to rules determined by the Vice-Rector for Educational Affairs in consultation with the manager of the students' dormitory.

## **Chapter II. Check-in, check-out and making payments for the accommodation in the students' dormitory**

### § 14

The participant of the programme who has been allocated a place in the students' dormitory is obliged to review and to observe the regulations in force in a particular students' dormitory, particularly to review the Regulations of the Students' Dormitory, what he/she confirms by his/her own signature.

### § 15

Checking in the participate of the programme will be carried out by the administration of the students' dormitory.

### § 16

1. Upon check-in, the participant of the programme receives the inhabitant's card and a key to the room.
2. Check-in to the students' dormitory can be done only in person.
3. Check-in after the expiry date of the referral is not possible.

### § 17

1. Upon check-in, the participant of the programme pays the full fee for the first month of accommodation in the students' dormitory, subject to paragraph 4.
2. The Vice-Rector for Educational Affairs of the JU in consultation with the University Economic Commission of the Students' Self-Governing Body at the request of the manager of the students' dormitory determines the amount of the monthly fee made by the participant of the programme.
3. The participant of the programme is obliged to pay the fee for the accommodation in the students' dormitory in advance, until the 10<sup>th</sup> day of a particular month, in the cashier's office of the students' dormitory or into the indicated bank account.
4. Opłatę za zamieszkanie w domu studenckim w danym miesiącu, uczestnik programu ma obowiązek uiścić z góry, w terminie do 10-ego dnia danego miesiąca, w kasie domu studenckiego lub na wskazany rachunek bankowy.
5. The manager of the students' dormitory has the right to charge statutory interests for falling behind with the payments.

### § 18

1. The participant of the programme is obliged to pay a refundable deposit upon check-in.
2. The deposit amounts to the equivalent of a monthly rent for the accommodation in the students' dormitory and is interest-free.
3. The deposit shall not be refundable in the event of material losses caused in the students' dormitory, in the event of falling behind with payments for the place in students' dormitory, and also in the event of checking-out of the students' dormitory without having completed all the formalities related to checking-out.

### § 19

1. The participant of the programme is obliged to check-out from the students' dormitory at the latest on the next day following the day on which the summer examination period ended, who's time limit is determined by the regulation of the rector on the organization of the academic year.
2. The participant of the programme may submit an application for a check-out at a later date than that specified in paragraph 1 to the manager of the students' dormitory. Such consent can be granted in particularly justified cases.
3. Before checking-out from the students' dormitory, the participant of the programme is obliged to settle all the obligations with the administration of the students' dormitory, resulting from the Regulations of the students' dormitories.

### **Chapter III. Loss of place in the students' dormitory**

#### **§ 20**

The participant of the programme loses the allocated place in the following cases:

- 1) Failure to check-in within the specified time limit;
- 2) Check-out at their own request;
- 3) pozbawienia prawa do zamieszkania w domu studenckim przez Prorektora UJ ds. dydaktyki lub Komisję Dyscyplinarną ds. Studentów;
- 4) loss of the status of the participant of the programme or the termination of the stay within the framework of the programme – from the month following the month in which the programme has been terminated. .

#### **§ 21**

1. The Vice-Rector for Educational Affairs of the JU may on his own initiative or at the request of an interested party or unit, upon the receipt of an opinion of the International Students' Mobility of Office, and in the event specified in points 4-6 also of the Council of the Inhabitants of the Students' Dormitory, deprive the participant of the programme of the place in the students' dormitory if:
  - 1) the participant of the programme is late with the rent for two full months;
  - 2) the participant of the programme has obtained place in the students' dormitory on the basis of false data;
  - 3) the participant of the programme has given his place up to a person to inhabit the students' dormitory;
  - 4) the participant of the programme has damaged the property located on the premises of the students' dormitory;
  - 5) in any other way the participant of the programme has grossly breached the Rules of the students' dormitory.
2. In justified cases the Vice-Rector for Educational Affairs of the JU may deprive the participant of the programme of the place in students' dormitory without consultation with the International Students' Mobility Office and the Council of the Inhabitants of the Students' Dormitory.
3. W przypadku, o którym mowa w ust. 1 pkt. 1, właściwy organ może wystąpić do Prorektora UJ ds. dydaktyki z wnioskiem o pozbawienie uczestnika programu miejsca w domu

studenckim, po uprzednim pisemnym wezwaniu uczestnika programu do uiszczenia zaległych opłat i poinformowaniu go o skutkach ich nieuregulowania.

4. In the event, referred to in paragraph 1 point 2, the International Students' Mobility Office notifies in writing the Vice-Rector for Educational Affairs of the JU and the participant of the programme of the determination of disclosure of false data.
5. The participant of the programme who has been deprived of the allocated place in the JU's students' dormitory cannot obtain a place in another students' dormitory of the JU.

#### § 22

The International Students' Mobility Office notifies the manager of the students' dormitory of the resignation of the participant of the programme from the completion of the Erasmus+ programme.

### Chapter IV. Final and interim provisions

#### § 23

This regulation comes into force on the day of signing.

Rector

Prof. dr hab. med. Wojciech Nowak

Appendix no 1 to the Regulation n... of Jagiellonian University's  
Rector of ... July 2016

#### **Application for the allocation of a place in the students' dormitory for a participant of the Erasmus+ programme**

Name and surname:.....

Level of study:.....

Year of study:.....

Home university:.....

E-mail:.....

Winter semester/summer semester/ whole academic year<sup>1</sup>

Difficult financial situation:<sup>2</sup> YES / NO<sup>3</sup>

<b>Granted/denied the allocation of place in students' dormitory</b>
.....
In the period from.....to.....
..... (signature of the authorized person)

1 Delete as appropriate;

2 In case of indication relevant documents confirming difficult financial situation should be enclosed;

3 Delete as appropriate;

Grade point average<sup>4</sup>:.....

Other reasons:<sup>5</sup> .....

.....

**Vice-Rector for Educational Affairs**

**Application for the allocation of a place in the students' dormitory of the Jagiellonian University in Kraków**

I,..... would like to request the allocation of a place in the JU's students' dormitory in the academic year.....

1. According to article 23 paragraph 1 point 1 of act of 29 August 1997 r. on the Protection of Personal Data (unified text: Journal of Laws of 2014, item 1182, with amendments) I consent to the collection and processing of my personal data by the Jagiellonian University in Kraków for purposes of the allocation of places in the students' dormitory.

2. I reviewed the Regulations of allocation of places in the students' dormitories of the Jagiellonian University in Kraków to the participants of the Erasmus+ programme (regulation no. ... of the Jagiellonian University's Rector of ... July 2016) and I undertake to timely make payments for the accommodation in the students' dormitory in the amount determined by the Vice-Rector for Educational Affairs of the JU.

3. I declare that I apply/ do not apply for the allocation of a place for a carer.

.....

date and signature

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4 Arithmetic mean of grades obtained in the previous academic year;

5 Orphanhood, disability. In case of indication a relevant certificate should be enclosed.