



Politechnika Krakowska  
im. Tadeusza Kościuszki

**ORDER NO. 62  
OF THE RECTOR OF CRACOW UNIVERSITY OF TECHNOLOGY  
of 29 May 2020  
Ref. No. R.0201.72.2020**

**on Regulations regarding granting placements, payments and accommodation dates  
in Cracow University of Technology (CUT) Student Residence Halls for the academic  
year 2020/2021**

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 2020, item 85, 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 2020/2021, 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 29 May 2020.

R E C T O R

Prof. Jan Kazior, PhD, Eng.

**Regulations regarding granting placements, payments and accommodation dates in Student Residence Halls of Cracow University of Technology for the academic year 2020/2021**

1. A placement in Student Residence Halls (SRHs) of CUT shall be granted for the period from 01.10.2020 to 30.06.2021, 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 01.10.2020 to 31.03.2021. 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 2020/2021 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:
    - a) **International Relations Office**  
28 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 209/210, 211/212, 213/214, 215/216, 303/304, 305/306, 311/312;;
    - b) **International Relations Office, Erasmus Programme Section**  
90 placements in the period from 1.10.2020 to 30.06.2021:  
– 28 placements in 2-person rooms in SRH Bydgoska in the period from 01.10.2020 to 30.06.2021.  
These are the housing units: 012, 013, 014, 115, 116, 214, 216;  
– 24 placements in 1- and 2-person rooms (LUX) in SRH-2 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 912/913, 914/915, 1012/1013, 1014/1015;  
– 38 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 224/225, 226/227, 228/229, 230/231, 232/233, 313, 432/433, 509/510, 805/806, 1003/1004;
    - c) **foreign students participating in the Tennessee Programme**  
12 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 203/204, 205/206, 207/208;
    - d) **International Centre for Education**  
140 placements in the period from 01.10.2020 to 30.06.2021:  
– 60 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;  
– 80 placements in 2-person and 3-person rooms in SRH-2.  
These are the rooms: 405/406, 407/408, 409/410, 505/506, 507/508, 509/510, 605a, 606, 608, 609/610;

e) **foreign students enrolled for the first year of studies**

70 placements in the period from 01.10.2020 to 30.06.2021:

– 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;

f) **foreign students enrolled for the first year of second-cycle studies**

30 placements in the period from 16.02.2021 to 30.06.2021:

– 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.

Students (both Polish and foreign nationals) participating in short-term exchange programmes (including the ERASMUS and MOSTECH programmes and bilateral agreements) pay for their placement at the students' residence hall for the whole semester in advance. The payment should be made to the student's individual account on the basis of the payment form generated by the Student Housing Complex Management of Cracow University of Technology (hereinafter referred to as SHCM of CUT) by the 05.10.2020 for the winter semester and by the 28.02.2021 for the summer semester, respectively. In case of resignation from places in SRH the accommodation payment for the semester is refundable in proportion to the duration of use of the place.

Students (both Polish and foreign nationals) of programmes lasting for the whole year, directed for accommodation at CUT students' residence halls by the International Relations Office pay for their placement at a students' residence hall on a monthly basis. The payment should be made to the student's individual account on the basis of the payment form generated by the SHCM of CUT by the 15<sup>th</sup> day of each month.

By 15.09.2020 (and in the case of placements available from semester II by 10.02.2021) 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. Foreign students who have been granted placement in SRH shall be obliged to make an advance payment in the amount of 350 PLN prior to accommodation but not later than by 25.09.2020. The above-mentioned advance payment shall constitute the rent for a period since October 2020 to February 2021. 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 rent for a period since October 2020 to February 2021 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 and International Centre for Education. 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. For all the unused, yet not returned, placements, the SHCM shall charge the Vice-Rector for Education in the amount of 50% of the monthly payment (internal financial transfer).

- 2) **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:

- a) **doctoral students**  
8 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 424/425, 426/427.  
The regulations regarding granting placements for this group of people have been specified in section 8;
- b) **disabled persons**  
18 placements in the period from 01.10.2020 to 30.06.2021:  
– 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;
- c) **students enrolled for the first year of studies**  
300 placements in the period from 01.10.2020 to 30.06.2021.  
The regulations regarding granting placements for this group of people have been specified in section 9;
- d) **the Academic Sports Association - the CUT Club**  
12 placements in the period from 01.10.2020 to 30.06.2021.  
– 4 placements in 1-person rooms in SRH-1 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 803a, 804a, 903a, 904a;  
8 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
These are the rooms: 403/404, 405/406;  
The regulations regarding granting placements for this group of people have been specified in section 11;
- e) **the Parliament of the Student Government of CUT**  
16 placements in 2-person rooms in SRH-4 in the period from 01.10.2020 to 30.06.2021.  
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;
- f) **the General Council of Student Housing Complex/ the Residents Councils of SRHs**  
26 placements in the period from 01.10.2020 to 30.06.2021.  
By 15.06.2020 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 2020/2021, including indications in which SRH each of the people will be accommodated.

3) 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 03.06.2020 (from 10 am) to 07.06.2020 (to 11:59 pm).
- 2) The SHCM of CUT shall verify the received applications on 08.06.2020, 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 1000 PLN/month for the fiscal year 2019).
- 3) The CUT students who will find themselves in the group of people with the lowest income (income per each family member not higher than 1000 PLN/month for the fiscal year 2019) 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 09.06.2020 (from 10 am) to 14.06.2020 (to 11:59 pm),
  - b) men – from 10.06.2020 (from 10 am) to 14.06.2020 (to 11:59 pm).
- 4) On 15.06.2020 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.
- 5) 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 15.06.2020 (from 11 am) to 18.06.2020 (to 11:59 pm),
  - b) men – from 16.06.2020 (from 11 am) to 18.06.2020 (to 11:59 pm).
- 6) On 19.06.2020 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, 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 5.
- 7) 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 19.06.2020 (from 11 am) to 21.06.2020 (to 11:59 pm).
- 8) 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 29-30.06.2020 (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)).
- 9) Students who make a reservation through the Virtual Dean's Office system shall be obliged to make an advance payment in the amount of 350 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 2020; 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 11. The payment of the required advance shall be considered as confirmation of the selection of the placement in a particular SRH of CUT.
- 10) In the case of current residents of SRHs of CUT (2019/2020), cancellations of placements reserved for the academic year 2020/2021 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.

11) In case there are free placements not occupied by the students making reservations on the dates indicated in section 3 items 3, 5 and 7, the SHCM of CUT shall accept applications for placements in SRHs of CUT from 24.06.2020, until the limit of placements has been exhausted.

a) A CUT student applying for a placement in SRH of CUT shall be obliged to:

- submit the application by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) (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 350 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 2020. 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.

b) A student from another university applying for a placement in SRH of CUT shall be obliged to:

- submit the application by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) (form no.3) together with a confirmation of the student status from the home university,
- in the case of making a reservation in SRH of CUT by the SHCM of CUT – make the advance payment in the amount of 350 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 2020. 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 item 1,
- 2) by submitting by emailing [dorota.rzeszutek@pk.edu.pl](mailto: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 09.06.2020 to 14.06.2020.

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 23.06.2020 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 350 PLN by 30.06.2020. The advance payment will constitute a part of the accommodation payment for the

month of October 2020. 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 35m<sup>2</sup> 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 submitting by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) the following documents to the SHCM of CUT from 10.06.2020 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 01.10.2020),
- 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 350 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 2020.

The spouses (or future spouses) who do not possess the student status shall make an advance payment in the amount of 350 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 2020.

The spouses (or future spouses) who possess the student status at another university shall make an advance payment in the amount of 350 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 2020.

6. Disabled persons shall submit application forms specified in section 3 item 1 emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) from 15.06.2020 to 28.08.2020. 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 4.09.2020 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 submitting by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) an application for a placement in SRH of CUT and a copy of the child's birth certificate from 16.06.2020 to 28.08.2020,
- 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 01.10.2020 to 30.06.2021. 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 16.06.2020 to 28.08.2020 – doctoral students of the II year of studies or older,
- 2) from 01.09.2020 to 30.09.2020 – people enrolled in the I year of doctoral studies (Doctoral School) at the CUT.

The Doctoral Student Government of CUT shall submit by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) lists with names and applications by 04.09.2020 (doctoral students of the II year of studies or older) and 30.09.2020 (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:
- a) 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 02.09.2020 (from 12.00 am) to 06.09.2020 (to 11.59 pm),
  - b) making reservations of a selected SRH through the Virtual Dean's Office system shall be possible within the period from 08.09.2020 (from 10.00 am) to 13.09.2020 (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.),
  - c) 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 2020/2021), i.e. with the Head of a particular SRH,
  - d) 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 350 PLN within 5 days from the date of making the reservation, which will constitute a part of the accommodation payment for the month of October 2020; 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,
  - e) 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 by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) an application in accordance with form no. 2).
10. People after the last year of studies as well as CUT graduates may submit by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) applications for placements in SRH of CUT (form no. 3) for the academic year 2020/2021, starting on 24.06.2020, on condition that the SHCM of CUT has available placements.

These people shall make an advance payment in the amount of 350 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 2020.

11. The Academic Sports Association of CUT and the Student Government of CUT shall submit by emailing [dorota.rzeszutek@pk.edu.pl](mailto:dorota.rzeszutek@pk.edu.pl) lists with names and applications by 04.09.2020. 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 350 PLN by 16.09.2020. 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 2020.

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](mailto: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 2020/2021:

21.09.2020 (Monday)	from 9 am to 3 pm
22.09.2020 (Tuesday)	from 9 am to 3 pm
23.09.2020 (Wednesday)	from 9 am to 3 pm
24.09.2020 (Thursday)	from 9 am to 3 pm
25.09.2020 (Friday)	from 9 am to 3 pm
26.09.2020 (Saturday)	from 9 am to 3 pm
28.09.2020 (Monday)	from 9 am to 5 pm
29.09.2020 (Tuesday)	from 9 am to 5 pm
30.09.2020 (Wednesday)	from 9 am to 5 pm
01.10.2020 (Thursday)	from 9 am to 5 pm
02.10.2020 (Friday)	from 9 am to 5 pm
03.10.2020 (Wednesday)	from 9 am to 1 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 2020/2021 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) 15 PLN for each day per person, if accommodating for the academic year takes place before 1 October 2020 (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 25.09.2020 a written approval for a later accommodation date from the SHCM of CUT, but it should be noted that 30.10.2020 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](mailto: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 2020 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 01.10.2020 to 30.06.2021

Type of room	SRH-1		SRH-2		SRH-3	SRH-4	SRH-B1
	STANDARD*	COMFORT**	STANDARD	LUX			
1-person room	---	450,00 zł	---	550,00 zł	400,00 zł	---	450,00 zł (L) 380,00 zł (S)
2-person room	360,00 zł	400,00 zł	370,00 zł	500,00 zł	350,00 zł	450,00 zł	380,00 zł
3-person room	360,00 zł	---	370,00 zł	---	350,00 zł	---	---
room for couple	---	450,00 zł	---	650,00 zł	---	---	---

**GROSS RATES FOR STUDENTS AND DOCTORAL STUDENTS FROM OTHER UNIVERSITIES**  
valid from 01.10.2020 to 30.06.2021

Type of room	SRH-1		SRH-2		SRH-3	SRH-4	SRH-B1
	STANDARD*	COMFORT**	STANDARD	LUX			
1-person room	---	500,00 zł	---	600,00 zł	450,00 zł	---	500,00 zł (L) 400,00 zł (S)
2-person room	400,00 zł	450,00 zł	400,00 zł	550,00 zł	400,00 zł	500,00 zł	400,00 zł
3-person room	400,00 zł	---	400,00 zł	---	400,00 zł	---	---
room for couple	---	550,00 zł	---	750,00 zł	---	---	---

**GROSS RATES FOR PEOPLE WHO DO NOT HAVE THE STATUS OF A STUDENT OR DOCTORAL STUDENT**  
valid from 01.10.2020 to 30.06.2021

Type of room	SRH-1		SRH-2		SRH-3	SRH-4	SRH-B1
	STANDARD*	COMFORT**	STANDARD	LUX			
1-person room	---	550,00 zł	---	650,00 zł	450,00 zł	---	550,00 zł (L) 440,00 zł (S)
2-person room	440,00 zł	500,00 zł	440,00 zł	600,00 zł	440,00 zł	500,00 zł	440,00 zł
3-person room	440,00 zł	---	440,00 zł	---	440,00 zł	---	---
room for couple	---	600,00 zł	---	750,00 zł	---	---	---

Temporary accommodation rates will be valid in the period from 30.06.2020 to 01.10.2020.

16. Other fees valid in the academic year 2020/2021:

1) parking fees for residents of the SHC of CUT and CUT employees :

a) fee for a parking space on the external parking lot situated near tennis courts in Skarżyńskiego street:

- 150 PLN/winter semester (October 2020 – February 2021),
- 150 PLN/summer semester (March 2021 – July 2021),
- 50 PLN/month.

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

- 200 PLN/winter semester (October 2020 – February 2021),
- 200 PLN/summer semester (March 2021 – July 2021),
- 100 PLN/month.

2) parking fees for other people who are not residents of the SHC of CUT:

a) fee for a parking space on the external parking lot situated near tennis courts in Skarżyńskiego street:

- 100 PLN/month,

b) 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.

3) 20 PLN – issue of the resident magnetic card (payable on accommodating); it applies to residents who do not possess the Electronic Student ID (ELS).

17. 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.

18. 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).

19. All comments regarding the allocation of placements in Student Residence Halls of the Cracow University of Technology for the academic year 2020/2021 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.

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 2020/2021**

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 15<sup>th</sup> of each month (student, doctoral student) or by the 5<sup>th</sup> 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.pl, 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

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**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

**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 2020/2021**

**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 15<sup>th</sup> 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:

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- 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

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**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

**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 2020/2021**

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 15<sup>th</sup> of each month (student, doctoral student) or by the 5<sup>th</sup> 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:

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- 2) contact with the data protection inspector at Tadeusz Kościuszko University of Technology is possible at the email address: [iodo@pk.edu.pl](mailto:iodo@pk.edu.pl), 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

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**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

## AUTHORIZATION

I, ....., PESEL/Passport no. ....,

(name and surname)

residing at....., hereby authorize

(address of residence)

....., PESEL/Passport 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)

.....

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 .....

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

.....

(signature)