



**Rules regarding the procedure for submitting applications and allocating places
for students and PhD students
in the Poznan University of Technology dormitories in the academic year 2024/2025**

General provisions

1. A PhD student or student may apply for accommodation in a dormitory of the Poznan University of Technology, as well as for accommodation of a spouse or child.
2. The allocation of a place in a dormitory is made by a Committee for Placement in Dormitories (Committee), appointed by the Rector, consisting of employees of the Student Housing Complex, the Doctoral School and the International Relations Office.

Limits

3. Place limits for students and PhD students, including a separate limit for foreigners, are determined by the Rector.

Criteria

4. Places in dormitories are allocated based on specific criteria.
5. The criteria for allocating places in dormitories include:
 - a. family income,
 - b. distance of the university from the place of residence,
 - c. number of people in the family,
 - d. single-parent family status,
 - e. degree of disability confirmed by a certificate from a competent authority,
 - f. year of education.
6. Established place allocation criteria:
 - a) for students is attached as Annex No. 1,
 - b) for PhD students is attached as Annex No. 2,
 - c) for foreign students is attached as Annex No. 3.

Application procedures

7. Placement in a dormitory is granted on the basis of an application submitted via the eAkademik system (<https://eakademik.put.poznan.pl/>), after prior activation of the eAccount in the recruitment system (in the case of a student: and signing the oath), though submitting an application does not guarantee that you will be allocated a place.
8. The application should be completed using the form available in the system.
9. Information about the allocation of a place in a dormitory is available in the eAkademik system and is sent to the e-mail address provided when submitting the application.
10. After positive consideration of the application and allocation of a place, the administration of the student house concludes a Conditional Agreement with the student or PhD student for a specified period, for the period from October to June of the following year.
11. The agreement requires bilateral approval in the eAkademik system (signing).



12. After signing the contract by the student or PhD student, a reservation deposit of PLN 300 is required to be paid to the individual bank account shown in the Conditional Agreement.
13. Failure to sign the contract, failure to pay the reservation deposit or failure to register by the student or PhD student on the scheduled date will result in the loss of the allocated place.

Deadlines

14. The Committee carries out individual activities within the set deadlines (**Annex No. 4**) published on the University's website.

Final provisions

15. A current resident will not be allocated a place in a dormitory if he or she:
 - a) was punished by a final decision of the Disciplinary Committee by way of a decision suspending the right to a place in a dormitory or was deprived of this right by the decision of the Rector,
 - b) was expelled from the dormitory for disciplinary reasons in the previous academic year,
 - c) has not settled his/her financial obligations towards the dormitory,
 - d) failed to comply with the terms of the agreement concluded with the University.
16. Incomplete documents will not be considered.
17. If there are no documents enabling the determination of the value of a required criterion, it will not be taken into account.
18. After the deadline for signing Conditional Agreements, all vacancies remain at the disposal of the Student Housing Administration.