

**Ordinance No. 23  
of the Rector of Poznan University of Technology  
of 30 May 2025  
(RO/V/23/2025)**

**on the rules and procedure for submitting applications and allocating places  
in dormitories of Poznan University of Technology for the academic year 2025/2026**

Acting pursuant to Article 23 section 2 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), in accordance with § 1 section 4 of the *Rules and Regulations for granting allowances to students of Poznan University of Technology* introduced by Ordinance No. 27 of the Rector of Poznan University of Technology of 23 September 2024 (RO/IX/27/2024), **it is ordered** as follows:

**General provisions**

**§ 1**

1. Students and Ph.D. students from Poznan University of Technology may apply for accommodation in Poznan University of Technology dormitories as well as for accommodation for their spouse or child.
2. The allocation of places in student dormitories is effected by the Rector's Committee for Places in Dormitories.

**Application mode**

**§ 2**

1. A place in a dormitory is allocated on the basis of an application submitted via the eAkademik system (<https://eakademik.put.poznan.pl/>). In the case of new students/Ph.D. students, access to the eAkademik system is possible only after prior activation of the eKonto.
2. Incomplete applications will not be processed.
3. Submitting an application does not guarantee place allocation.
4. Information about the allocation of a place in a dormitory is available in the eAkademik system and sent to the e-mail address provided when submitting the application.
5. In order to confirm the reservation, a student/Ph.D. student is obliged to pay a reservation fee of PLN 500.
6. After a positive consideration of the application and allocation of a place, a student/Ph.D. student is obliged to submit a declaration – Appendix No. 2, within the time limit specified in Appendix No. 1, via the eAkademik system.
7. Failure to comply with the formalities referred to in sections 5 and 6 results in the loss of the allocated place.

**Dates**

**§ 3**

1. Places in dormitories are allocated for the period from 1 October 2025 to 30 June 2026.
2. The allocation of places in dormitories takes place in accordance with the schedule specified in Appendix No. 1.

**Limits**

**§ 4**

1. Places in dormitories are allocated on the basis of limits adopted by the Rector.
2. There is a limit of places for students and Ph.D. students and a separate limit for international students.

**Place allocation criteria**

**§ 5**

1. The allocation of places in dormitories is based on the following criteria:

- 1) the amount of income in the family,
  - 2) distance of the University from the place of residence,
  - 3) number of family members
  - 4) status of an incomplete family,
  - 5) degree of disability confirmed with a certificate issued by the competent authority,
  - 6) year of study
2. There are criteria weights for the allocation of places:
    - 1) students – Appendix No. 3,
    - 2) Ph.D. students – Appendix No. 4,
  3. International students are accommodated in dormitories according to the order of applications until the limit of places, referred to in § 4 section, has been reached.

### **Final provisions**

#### **§ 6**

1. The allocation of a place in a dormitory will not be granted to the current resident if he/she:
  - 1) has been punished on the basis of a legally binding decision taken by the Disciplinary Committee through a judgement suspending the right to a place in a dormitory or has been deprived of this right by a decision taken by the Rector,
  - 2) was expelled from a dormitory on disciplinary grounds in the previous academic year,
  - 3) has not settled his/her financial obligations towards a dormitory,
  - 4) has grossly violated the Rules and Regulations of the Student Housing Complex.
2. A student/Ph.D. student who does not check in by the set deadline loses the allocated place in a dormitory.
3. Accommodation in dormitories outside the schedule specified in Appendix 1, within available vacancies, can be offered to students/Ph.D. students from Poznan University of Technology as well as students/Ph.D. students from other universities and other persons. Check-in then takes place on the basis of a declaration specified in Appendix No. 5.

#### **§ 7**

The Ordinance enters into force on the day of signing.

The original signed by  
Rector  
of Poznan University of Technology  
Professor Teofil Jesionowski, Ph.D., D.Sc.

**Schedule of allocating places in dormitories of Poznan University of Technology  
for the academic year 2025/2026**

Dates		Submitting applications	Allocation of places	Signing a reservation declaration	Check-in
<b>Students</b>	currently studying (including international students)	from 01 June 2025 to 09 June 2025	by 13 June 2025	by 30 June 2025	by 03 October 2025
	newly admitted	from 01 August 2025 to 10 August 2025	by 14 August 2025	by 31 August 2025	by 03 October 2025
	newly admitted international students	from 01 August 2025 to 20 August 2025	by 29 August 2025	to 12 September 2025	by 03 October 2025
<b>Ph.D. students</b>	currently studying (including international Ph.D. students)	from 01 June 2025 to 18 June 2025	by 25 June 2025	by 02 July 2025	by 03 October 2025
	newly admitted (including international Ph.D. students)	from 01 August 2025 to 23 August 2025*	by 30 August 2025	by 30 September 2025	by 03 October 2025

**\*Note:**

**newly admitted Ph.D. students** submit applications in the eAkademik system using a form available to persons who do not have an account in the eLogin system



## RESERVATION DECLARATION

### **I hereby declare that:**

- ☐ I have paid a reservation fee towards future accommodation fees in the amount of **PLN 500** (say: five hundred zlotys 00/100)
- ☐ I will take up residence in the allocated dormitory by 03 October 2025
- ☐ I am familiar with the provisions of **the Rules and Regulations of Poznan University of Technology Student Housing Complex**
- ☐ I am familiar with the information about the processing of personal data

In the event of failure to comply with the formalities related to accommodation, a reservation fee is forfeited to Poznan University of Technology.

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Signature

### **Information on the processing of personal data**

With reference to the content of Article 13 section 1 and section 13 of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (hereinafter referred to as GDPR), we inform that:

1. The administrator of your personal data is Poznan University of Technology, pl. Marii Skłodowskiej-Curie 5, 60-965 Poznań, phone No. 61 665 3639, e-mail: [biuro.rektora@put.poznan.pl](mailto:biuro.rektora@put.poznan.pl)
2. The Data Protection Officer at Poznan University of Technology is Mr. Piotr Otomański, contact details: email: [iod@put.poznan.pl](mailto:iod@put.poznan.pl)
3. The data will be processed in order to carry out the accommodation process.
4. The legal basis for processing is the carrying out of the accommodation process (Article 6 letter b GDPR).
5. Personal data of persons accommodated in dormitories will be kept for a period of 5 years, starting from the date of check-out.
6. You have the right to access your personal data, rectify them, delete or limit their processing.
7. You have no right to raise an objection to further processing, because an objection can be made in case of processing personal data pursuant to Article 6 section 1 letter e or f GDPR. You also do not have the right to transfer data because no automated decisions are made on the basis of personal data stored.
8. You have the right to lodge a complaint with the President of the Office for Personal Data Protection.
9. Providing personal data is a condition for carrying out the accommodation process.
10. Failure to provide data will make the carrying out of the accommodation process impossible.

## Criteria for allocating places in dormitories in the academic year 2025/2026

**Students**

## 1. Income per family member

Income per person	Points
up to PLN 1 000	100
over PLN 1 000 to PLN 2 000	80
over PLN 2 000 to PLN 4 000	60
over PLN 4 000 to PLN 5 000	40
over PLN 5 000	20

## 2. Distance from the place of residence to the University

Distance	Points
up to 30 km	0
over 30 km to 100 km	10
over 100 km to 200 km	20
over 200 km	30

## 3. Number of family members

Number of persons	Points
up to 3	4
4	6
5	8
above 5	10

## 4. Disability certificate

Degree of Disability	Points
significant	5
moderate	3
light	1

## 5. Family status

Family status	Points
complete family	0
incomplete family*	2

\* a household without both parents

## 6. Additional criterion:

In the event of obtaining the same number of points, priority in allocating a place in a dormitory is granted to:

- single parents,
- orphans.

## 7. Criteria weights:

Criterion	Criterion weight
Income per family member	7.5
Distance from the place of residence to the University	5
Number of family members	4
Disability certificate	2
Family status	2



2025 (RO/V/23/2025)

Criteria for allocating places in dormitories in the academic year 2025/2026

**Ph.D. students**

1. Ph.D. student's year of study in the academic year 2025/2026:

Year of study	Points
I	100
II	75
III	50
IV	25
extension of study	0

2. Place of residence of a Ph.D. student at the Doctoral School of Poznan University of Technology:

Place of residence	Points
Poland	25
Europe	50
outside Europe	100

3. Information on income in the academic year 2025/2026:

Income criterion	Points
subsistence on a doctoral scholarship (in the amount of PLN 3 467)	100
subsistence on a doctoral scholarship (in the amount over PLN 3 467 to PLN 5 341)	50
no employment (full-time, contract of mandate, etc.) and no doctoral scholarship or scholarship higher than PLN 5 341	25
employment at or outside the University (full-time, contract of mandate, etc.)	0

If a Ph.D. student receives a doctoral scholarship and is simultaneously employed (full-time, contract of mandate, etc.), he/she receives 0 points.

4. Disability certificate

Degree of Disability	Points
significant	5
moderate	3
light	1

**CHECK-IN DECLARATION****I hereby declare that:**

- ☐ I will check in on the declared date
- ☐ I am familiar with the provisions of the **Rules and Regulations of Poznan University of Technology Student Housing Complex**
- ☐ I am familiar with the information about the processing of personal data

.....

Signature

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**GUEST REGISTRATION**

1. **Personal data:**



.....  
Names

.....  
Surname

.....  
Identity card No. or PESEL (Personal Identification) No.

2. **Dormitory No.:** .....

3. **Term of stay:** .....  
(from-to)

