

**Ordinance No. 23**  
**of the Rector of Poznan University of Technology**  
**of 21 May 2026**  
**(RO/V/23/2026)**

**on the principles and procedure for submitting applications and allocating places in the dormitories of  
Poznan University of Technology for the academic year 2026/2027**

Acting pursuant to Article 23(2) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2024, item 1571, as amended), and in accordance with § 1(4) of the *Regulations for the Awarding of Student Benefits at Poznan University of Technology* introduced by Ordinance No. 45 of the Rector of Poznan University of Technology of 22 September 2025 (RO/IX/45/2025), the following **is ordered**:

**General Provisions**

§ 1

1. Students and Ph.D. students of Poznan University of Technology may apply for accommodation in the University dormitories, as well as for accommodation for a spouse or child.
2. Places in the dormitories shall be allocated by the Committee for Places in Dormitories composed of staff members of the Student Housing Complex, the Doctoral School, and the International Relations Office.

**Application Procedure**

§ 2

1. A place in a dormitory shall be allocated on the basis of an application submitted via the eAkademik system (<https://eakademik.put.poznan.pl/>). In the case of newly admitted students/doctoral candidates, access to the eAkademik system shall only be possible following prior activation of the eAccount.
2. Incomplete applications shall not be considered.
3. Submission of an application does not constitute a guarantee of allocation of a place.
4. Information regarding the allocation of a place in a dormitory shall be available in the eAkademik system and sent to the electronic mail address provided during the application process.
5. Following a positive assessment of the application and allocation of a place, the student/doctoral candidate shall, in order to confirm the reservation, be required to submit a declaration – Attachment No. 2 – and pay a reservation fee. The reservation fee in the amount of PLN 500 shall be paid to the bank account generated in the declaration via the electronic payment system, within the deadline specified in the schedule for the allocation of places – Attachment No. 1.
6. Failure to complete the formalities referred to in section 5 within the prescribed deadline shall result in forfeiture of the allocated place.

**Time Limits**

§ 3

1. Places in dormitories shall be allocated for the period from 1 October 2026 to 30 June 2027.
2. The allocation of places in dormitories shall take place in accordance with the schedule specified in Attachment No. 1.

**Allocation Limits**

§ 4

1. Places in dormitories shall be allocated by the Committee for Places in Dormitories on the basis of limits approved by the Rector.
2. Separate allocation limits shall be established for students and doctoral candidates, including separate limits for foreign nationals and students participating in the Erasmus programme.

## Criteria for the Allocation of Places

### § 5

1. Places in dormitories shall be allocated on the basis of the following criteria:
  - 1) family income,
  - 2) distance between the University and the place of residence,
  - 3) number of persons in the family,
  - 4) status of a single-parent family,
  - 5) degree of disability confirmed by a decision of the competent authority,
  - 6) year of study.
2. The weighting of the allocation criteria shall be established as follows:
  - 1) students – Attachment No. 3,
  - 2) doctoral candidates – Attachment No. 4.

## Final Provisions

### § 6

1. A current resident shall not be granted a place in a dormitory if they:
  - 1) have been sanctioned by a final decision of the Disciplinary Committee suspending the right to accommodation in a dormitory, or have been deprived of such right by a decision of the Rector;
  - 2) were disciplinarily expelled from a dormitory in the previous academic year due to a gross violation of the Student Housing Complex Regulations;
  - 3) have failed to settle their financial obligations towards the dormitory;
  - 4) have grossly violated the provisions of the Student Housing Complex Regulations.
2. A student/Ph.D. student who fails to take up accommodation within the prescribed period shall forfeit the allocated place in the dormitory. In the event of failure to take up accommodation within the prescribed period or resignation from the allocated place, the reservation fee shall not be refunded and shall be retained by Poznan University of Technology.
3. Subject to availability, applications for accommodation in dormitories outside the schedule specified in Attachment No. 1 may be submitted by students/doctoral candidates of Poznan University of Technology, as well as by students/doctoral candidates of other higher education institutions and other persons. In such cases, accommodation shall be granted on the basis of the declaration specified in Attachment No. 5.

### § 7

1. Ordinance No. 23 of the Rector of Poznan University of Technology dated 30 May 2025 (RO/V/23/2025) on the principles and procedure for submitting applications and allocating places in the dormitories of Poznan University of Technology for the academic year 2025/2026 shall hereby cease to have effect.
2. This Ordinance shall enter into force on the date of signing.

Original signed by  
Rector  
of Poznan University of Technology

Prof. Teofil Jesionowski, Ph.D., D.Sc.

**Schedule of allocating places in Poznan University of Technology dormitories  
for the academic year 2026/2027**

Dates		Submission of applications	Allocation of places	Signing the reservation declaration and paying the reservation fee	Accommodation
<b>Students</b>	currently studying (including international students)	from 01.06.2026 to 09.06.2026	by 12.06.2026	by 22.06.2026	by 02.10.2026
	newly admitted	from 01.08.2026 to 09.08.2026	by 12.08.2026	by 22.08.2026	
	newly admitted international students	from 02.09.2026 to 21.09.2026	by 07.09.2026 by 14.09.2026 by 22.09.2026	by 15.09.2026 by 20.09.2026 by 28.09.2026	
<b>Ph.D. students</b>	currently studying (including international students)	from 01.06.2026 to 14.06.2026	by 19.06.2026	by 30.06.2026	
	newly admitted (including international students)	from 03.08.2026 to 23.08.2026*	by 28.08.2026	by 20.09.2026	
<b>Erasmus+ students</b>	newly admitted international students	from 01.06.2026 to 30.06.2026	by 10.07.2026	by 31.07.2026	

**\*Note:**

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

## RESERVATION DECLARATION

### I hereby declare that:

- I have paid the reservation fee for accommodation in the amount of **PLN 500** (say: five hundred zlotys 00/100) to the bank account number:  
.....
- I will be accommodated in the assigned dormitory **by 02.10.2026**.
- I have read the content of the **Rules and procedure for submitting applications and allocating places in Poznan University of Technology dormitories for the academic year 2026/2027**
- I have read the **Rules and Regulations of Poznan University of Technology Student Housing Complex**
- I have read the information regarding the processing of personal data

In the event of failure to check in within the time limit indicated above or resignation from the place, the reservation fee is non-refundable and will be transferred to Poznan University of Technology.

.....

Signature

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

With reference to the content of Article 13 section 1 and section 2 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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 controller of your personal data is Poznan University of Technology, ul. Jacka Rychlewskiego 1, 61-131 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: e-mail: [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 stored 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 do not have the right to object to further processing, because 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 Personal Data Protection Office.
9. Providing personal data is a condition for accommodation.
10. Failure to provide data will make accommodation impossible.

## Criteria for allocating places in dormitories in the academic year 2026/2027 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
more than 5	10

### 4. Disability certificate

Degree of disability	Points
significant	5
moderate	3
light	1

### 5. Family status

Family status	Points
two-parent family	0
single-parent 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

## Criteria for allocating places in dormitories in the academic year 2026/2027

### Ph.D. students

1. Ph.D. student's year of study in the academic year 2026/2027:

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 regarding income in the academic year 2026/2027:

Income criterion	Points
subsistence on a doctoral scholarship (in the amount of PLN 3 571)	100
subsistence on a doctoral scholarship (in the amount over PLN 3 571 to PLN 5 501)	50
no employment (full-time, contract of mandate, etc.) and no doctoral scholarship or scholarship higher than PLN 5 501	25
employment at or outside the University (full-time, contract of mandate, etc.)	0

If a Ph.D. student receives a doctoral scholarship and at the same time is 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 have read the content of the **Rules and procedure for submitting applications and allocating places in Poznan University of Technology dormitories for the academic year 2026/2027**
- I have read the **Rules and Regulations of Poznan University of Technology Student Housing Complex**
- I have read the information regarding the processing of personal data

.....

Signature

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