

**ORDINANCE NO. 53  
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 19 December 2013

**on introduction of the Rules of Use of the Faculty Residence Hall  
of the University of Warsaw**

On the grounds of Art. 66 s. 2 of the act of 17 July 2005 – Law on Higher Education (Journal of Laws, 2012, item 572, as amended) it is decreed as follows:

§ 1

The Rules of Use of the Faculty Residence Hall of the University of Warsaw (hereinafter referred to as “The Rules”), which constitutes an annex to this Ordinance, is hereby introduced.

§ 2

1. Subject to sections 2 and 3, the hitherto binding provisions shall be applicable to lease agreements concluded prior to the entry into force of the present Ordinance, however no longer than until the end of the period for which they were concluded.

2. Extension of the lease, as well as the lease agreement concluded after the extension, shall be subject to the provisions of the Rules, which will be confirmed by a proper annex thereto.

3. The provisions of the Rules shall be applicable to the consequences of events related to accommodation at the Faculty Residence Hall which will occur after entry into force of the Ordinance.

4. Until the date of entry into force of the present Ordinance, the current rates of payment for non-contractual use of a dwelling unit at a Faculty Residence Hall, which are referred to in Chapter 1 section 13 of the Rules, shall be applicable.

§ 3

The Ordinance shall enter into force upon signing.

Rector  
of the University of Warsaw

Prof. Dr. Marcin Pały

**RULES OF USE  
OF THE FACULTY RESIDENCE HALL  
OF THE UNIVERSITY OF WARSAW**

**Chapter 1  
Criteria for allocation of places and accommodation**

1. The Faculty Residence Hall, hereinafter referred to as “Faculty Residence” is intended as temporary accommodation for teacher-researchers, teachers, and researchers employed at the University of Warsaw as full or part time faculty, as well as full time doctoral students of the University, whose place of permanent residence is located too far away from the University to allow daily commute to work. Subject to items 7 and 8, accommodation in Faculty Residence shall be exclusively for the period of work or study at the University of Warsaw. The right to apply for a place at the Faculty Residence arises upon taking the oath (doctoral student) or signing an employment contract (employee).

2. Places at Faculty Residence shall be allocated by the Rector on the motion of the Accommodation Commission, appointed by the Rector. The Commission consists of: the chair person and members representing organizational units of the University of Warsaw and trade unions.

3. The Commission shall file a request for a place in Faculty Residence based on an application approved by the organizational unit of the University of Warsaw in which the applicant is employed. Both the staffing needs of the University and the family and housing situations of the applicant are considered.

4. Priority in accommodation shall be given to doctoral students and employees working as teacher-researchers, teachers, and researchers.

5. In special cases, accommodation at Faculty Residence may be granted to employees who are not members of the University’s faculty, provided they:

- have been employed at the UW for at least two years,
- have no legal title to any dwelling.

6. Persons referred to in sections 4 and 5 shall be obliged to file a statement describing their current family and housing situation every year. The Accommodation Commission may ask the applicants to submit an additional document.

7. In cases not covered by the Rules, individual decisions on accommodation and the amount of rent payment shall be taken by the Rector on a proposal by the Accommodation Commission. In particular, said individual decisions may apply to the following cases:

- 1) the applicant is awaiting employment or employment extension at the University of Warsaw (confirmation of the employing unit is required) – full rent + VAT;
- 2) the contract of employment is concluded for less than half of the full time employment – double rent + VAT;

- 3) the applicant has not finished doctoral studies within the regular time but is waiting for the date of thesis defense to be set (confirmation of the defense date is required):
- no longer than 6 months from the completion of studies,
  - double rent + VAT.

Accommodation shall be granted for the period of one academic year but no longer than the period of the applicant's formal relationship with the University.

8. The maximum total period of accommodation in Faculty Residence shall not be longer than 6 years for doctoral students and 6 years for employees, counting from the date on which the first lease agreement was concluded. A doctoral student who has completed their doctoral studies and has been employed by the University may receive extension of the accommodation period yet for no more than another six years. For legitimate reasons, the Commission may approve an application for a further extension, except that in each subsequent year the rent on the accommodation shall be increased by 25% compared to the approved current rate for a given year. The total rent shall not be higher than 300% of the basic rate plus VAT. The first such rent increase will take place in the academic year 2014/2015.

9. The person who has been granted accommodation in Faculty Residence by the Rector, after consulting the Accommodation Commission, shall confirm the intention to take residence in Faculty Residence within 30 days of the assignment decision. Failure to respect this deadline shall result in the loss of the assigned accommodation. The loss of the assigned place does not exclude the right to re-acquire accommodation in Faculty Residence on general principles. Obtaining information about the assignment of accommodation in Faculty Residence lies with the person concerned.

10. Persons who are unable to take up accommodation within the period specified in point 7 due to a foreign internship or other justified circumstances shall immediately inform the administration of Faculty Residence in writing (by fax or email), indicating the planned date of moving in. In such case, the employee shall pay the rent for the period when the accommodation was booked for them.

11. In the event the employee fails to take the assigned accommodation and submit a written notification, the apartment will be added by the Office for Social Affairs to the pool of accommodation for reuse.

12. Use of the accommodation in Faculty Residence which does not conform to the current Rules (e.g. subletting of the assigned room) shall result in the loss of the right to accommodation.

13. The persons whose accommodation has not been extended for the subsequent year shall vacate the apartment by the set accommodation deadline. Throughout the unlawful use of the premises, these persons shall be obliged to pay the rent at 300% of the basic rate plus VAT.

14. Simultaneously with concluding the lease agreement, the tenant shall submit to the administration of Faculty Residence a statement of becoming familiar with the Rules of Use of the Faculty Residence Hall in the version applicable at the date of the agreement.

15. In addition, the tenant being an employee of the University of Warsaw shall submit to the administration of Faculty Residence a statement of consent to deduction of the amount of rent arising from the lease agreement from the remuneration paid by the University of Warsaw. The statement must conform to the conditions specified in

Art. 91 of the Labor Code. The statement of consent to rent deduction shall be immediately forwarded by the administration of Faculty Residence to the Office of Personnel Affairs and the Bursar.

## **Chapter 2 Fees**

1. Accommodation fees cover the maintenance cost of Faculty Residence. The amounts of fees result from cost calculation and are approved by the University's authorities.

2. Accommodation rental fee includes a repair fund. The amount of the fee payable into the repair fund is approved by the University's authorities after consulting the Council of Residents, and depends on the repair and modernization needs of the residence hall.

3. Deadlines and methods of payment for the occupied apartment and consumed electricity, as well as the rate of interest for late payment of fees are specified in the lease agreement.

## **Chapter 3 The Council of Residents**

1. Council of Residents has consultative powers and is a representation of all residents of Faculty Residence.

2. The composition of the Council of Residents is approved by the Rector after presentation of the minutes of the elections with the list of voters. The approved document must then be presented by the Council of Residents to the Manager of Faculty Residence.

3. Chairman of the Council of Residents shall inform all residents about the Council's meeting by written notice posted three days before its planned date.

4. Within its powers, the Council of Residents may:

- 1) participate in meetings of the Accommodation Commission;
- 2) review the amounts of accommodation fees after examining the maintenance cost calculation prepared by the Manager of Faculty Residents;
- 3) submit improvement proposals regarding the premises to the Manager of Faculty Residence.

5. At the first election meeting, the outgoing Council of Residents shall present a report on its activity.

6. The scope of the Council's activity shall be defined by the Rules of the Council of Residents.

## **Chapter 4 The Rules of the Council of Residents of the Faculty Residence Hall of the University of Warsaw**

1. The Council of Residents shall represent the interests of all resident of Faculty Residence.

2. General Residents' Meeting shall consist of all residents of Faculty Residence who are the principal tenants of the apartments.

3. The Council of Residents shall be elected (and recalled) by the General Residents' Meeting for the period of two years by a simple majority in the presence of at least 50% of its members. In the absence of the required quorum, the Council of Residents shall conduct a by-election (re-vote on the recall) within two weeks. In case of repeated absence of the quorum, election (recall) by a simple majority shall be allowed.

4. The Council of Residents shall consist of the Chairman and three members.

5. The Chairman of the Council of Residents shall be elected from among its members.

6. Meetings of the Council of Residents are public.

7. The Council of Residents shall be obliged to inform the residents of Faculty Residence about its actions.

8. The Council of Residents shall have the right to submit proposals regarding the residents' financial burden to the Rector.

## **Chapter 5**

### **General provisions**

1. After consulting the Accommodation Commission, the Rector shall revoke the decision to grant accommodation if:

1) the tenant's contract of employment has been terminated, the tenant has completed their degree program or has been removed from the list of doctoral students;

2) the tenant or their spouse has a legal title to another dwelling in the city where the University's seat is located;

3) the tenant has seriously violated the Order Regulations;

4) the tenant has more than two-month arrears in rent payments;

5) the tenant has subleased or sublet their apartment to a third party without the University's consent.

2. The person who has lost their right to accommodation shall be obliged to release the premises within 14 days and shall have no right to any temporary dwelling.

3. The manner of using the premises of Faculty Residence is specified in the Order Regulations approved by the Rector.