

## **Rules for distribution of Dormitory places and Dormitory place allocation bodies and division of tasks**

1. Every year, the Rector, in coordination with the University Students' Government Council and the University Doctoral Students' Government Council, allocates the available Dormitory spaces, taking into consideration places for UL students with Polish citizenship, foreign students of the UL, and students of the Polish Language Centre for foreigners (SJPdC).
2. International Relations Office (IRO)/ Polish Language Centre for foreigners (SJPdC), within the allocated pool, has the authority to grant/reserve/replace a place at the request of a SJPdC foreign student/ course participant during periods:
  - by 30 October;
  - from 1 week before the start of the summer semester to 2 weeks after the start of the summer semester - the IRO requests a pool if the number of students to be accommodated is greater than the number of places released by foreign students who are graduating in the winter semester, excluding place swaps.
3. After the dates specified in paragraph 2, the pool of places is transferred to COSSiSSiD. Then students apply for a place/swap at COSSiSSiD.
4. Units coordinating the process of allocating places in UL Dormitory: COSSiSSiD, IRO, and SJPdC are responsible for consistently inputting student and doctoral student applications for Dormitory assignments, reservations, or exchanges into the USOS database, as well as continuously recording decisions to grant or deny Dormitory placements. This process should consider the time required for student data migration to USOS throughout the duration of the place pool's availability.
5. All information regarding the accommodation of students/course participants from SJPdC is available for the units listed in paragraph 4 in USOS, in the Dormitories module.
6. The Rector of the University of Lodz is authorized to allocate Dormitory places to students from other universities based on inter-university agreements.
7. Places in Dormitory are granted by the Rector at the request of the student/doctoral student. Specimens of applications for assignment/reservation of a place, as well as for Dormitory replacement are attached as Annexes 3-9,11 to the Regulations for the Allocation and Use of Places in the Students' Dormitory of the University of Lodz.
8. The Rector delegates the authority to process applications for the allocation/reservation/swap of a Dormitory place, respectively:
  - a) members of the UL University Committee for Dormitories appointed to the commission in the cases of UL students/doctoral students with Polish citizenship, UL students from abroad during the period of disposal of the pool of places by COSSiSSiD. Meetings of the UL University Committee for Dormitories are convened by the chairman of the committee;
  - b) IRO in cases of foreigners-students/doctoral students of the University of Lodz, during the periods specified in paragraph 2;
  - c) SJPdC in the cases of course participants from SJPdC, during the periods specified in paragraph 2.
9. The aforementioned units have the authority to decline reservations for Dormitory spaces for individuals who, through their previous conduct, have breached the Regulations for the Allocation and Use of Places in the Students' Dormitory of the University of Lodz or the established rules of social coexistence within the University of Lodz Academic Settlement and the Dormitory. The basis for such a decision must be adequately documented.

10. If a committee is not established, the Rector is responsible for making decisions regarding the allocation, reservation, or exchange of Dormitory spaces.
11. If the IRO has allocated all available places as outlined in paragraph 1, with the exception specified in paragraph 2, the UK-Dormitory assumes the authority for assigning places. Applications in this regard should be submitted to the COSSiSiD office at ul. Lumumby 1.
12. If the committee mentioned in paragraph 8 (a) do not convene for a period of one month, the Rector will assume the delegated responsibilities.
13. In exceptional situations, IRO will notify COSSiSiD and the Dormitory administration about the necessity to remove a candidate who has not fulfilled the study requirements.
14. The personal data of a foreign student, doctoral student, or course participant from SJPdC entered into the USOS database should align with the information present in their passport or, for EU citizens, a valid identity document.
15. The Dormitory administration assigns an eligible individual within the USOS system - Dormitories module, using the list of eligible accommodation candidates prepared by COSSiSiD/IRO/SJPdC, respectively. The list is generated from the USOS system and signed by the COSSiSiD director, IRO head, SJPdC head, or a designated staff member. An exception to this process occurs when students are not registered in the system, in which case Excel-generated lists are used.
16. Dormitories are obligated to provide updated accommodation lists for foreign students to the IRO between 15 September and 30 October, as well as at the beginning of each semester.