

Rules and regulations of the housing placement process in the MUL dormitories.

1. The housing placement process at MUL is held by a Commission consisting of 3 employees of the Dormitory Administration and at least 4 student representatives who are delegated by the Student Government by the end of May. The Commission is appointed and supervised by the Head of the Dormitory Administration Department.
2. The Commission evaluates applications during the following meetings:
 - 1) 1st term- June¹: applications of current students/ doctoral students
 - 2) 2nd term- September¹: applications of freshmen/ doctoral students admitted to the 1st year of doctoral studies
 - 3) 3rd term – September¹– applications of 1st-year students of the 2nd degree and of students / doctoral students of the Medical University, who have not yet submitted their applications, applications subject to reconsideration, applications of students of other universities, and non-studentsIf a student / doctoral student has not been allocated any place by a decision of the Commission in term 1 and 2, he/she may request that the application is reconsidered in the 3rd term of scheduled meetings.
3. When allocating a place to a student/ doctoral student, the following criteria are taken into account:
 - continued accommodation in a MUL dormitory,
 - timely payment of fees in previous accommodation periods,
 - joint application of self-selected roommates, whose number matches room vacancy
 - application date,
 - place of a student's/doctoral student's permanent residence (measured in km from the university).
4. An application form (Annex 15A²) and other requests are to be submitted by an e-mail to: wkds@umlub.pl within a deadline specified in a separate announcement.
5. Foreigners studying at MUL may apply for a place in a MUL dormitory provided that they present a valid visa or a temporary residence card.
6. A student / doctoral student may apply for a place with a spouse and a child.
7. MUL provides placement to married couples and students with children. A student / doctoral student who applies for accommodation with a child (children) is entitled to be quartered in a single room (with a fee for 1 place). A married couple with a child (children) is entitled to be quartered in a twin room (with a fee for 2 places).
8. The results of the housing placement process will be published on www.akademiki.umlub.pl Komisja tab.with the following details:
 - 1) the application number, with which the application has been registered at the Dormitory Administration Office;
 - 2) identification number of a dormitory, in which the place has been allocated to the applicant (Dormitory Building no. ...)
 - 3) a room type that has been allocated to the applicant (single or twin).
9. Minutes of the Commission meetings are approved by the Head of the Dormitory Administration Office.
10. A student / doctoral student who has been granted a place in a dormitory is obliged to confirm the reservation within the following due dates:

¹ the dates of the commission's work are included in the schedule for submitting applications for a place in the MUL dormitory and the work Commission's.

² available for download on the website of the Dormitory Administration Department www.akademiki.umlub.pl →accommodation→downloadable forms

- 1) for applications submitted in the 1st term – by July³;
- 2) for applications submitted in the 2nd term – by September³;
- 3) for applications submitted in the 3rd term - immediately after receiving the information with the decision.

Confirmation can be made in person, by phone (by calling the reception desk of a given dormitory), or by email (contact details of respective dormitories are provided in Annex No. 15B)⁴.

Termination of accommodation in a dormitory should be reported in person, by phone (by calling the reception desk of a given dormitory), or by email.

When confirming or resigning from the place, a student / doctoral student should provide personal data: registration number (assigned in the decision), name, surname, and student ID number.

11. Accommodation in a dormitory is finally booked when the payment of a PLN 100 reservation fee is received at the DS UM bank account (provided in Annex No. 15B)⁴, within due dates as specified in point 10. The reservation fee is counted towards the fee for the first month of residence. The reservation is canceled if the payment is not registered in due time. If a resignation is submitted after the due date specified in point 10, the fee is not refundable.
12. In the case at least one person resigns or the number of self-selected roommates in a joint application is insufficient, the final housing arrangement and type of allocated rooms will be determined in the 2nd or 3rd term of the Commission meetings.
13. The right for accommodation in the MUL dormitory may not be awarded to a person who has not complied with Dormitory Regulations. The right for accommodation may be withdrawn from a resident who has lost his MUL student / doctoral student status. Information about the loss of student / doctoral student status is provided to the Dormitory Administration Office by a relevant MUL Dean's Office.
14. Student / doctoral student accommodation is contracted for the period from October 1 to June 30. In case a student / doctoral student resigns from accommodation before June 30, he/she may lose the privilege to be quartered in the same dormitory in the next call for applications.
15. An MUL student / doctoral student is obliged to inform the administration of a relevant dormitory about his / her planned termination of accommodation in a form - Annex No. 15E⁴ by the 15th day of the month and is effective as of the end of that month. An additional month's fee will be charged if the term is not met, with a few exceptions, when a student / doctoral student:
 - loses his / her status by a final decision of an authorized body;
 - is on a dean's leave;
 - is waiting for the possibility to repeat a course/ a semester
16. If resignations from accommodation in MUL dormitories are registered between October 1 and May 31, other residents might be re-quartered within the same dormitory to complement vacancies, except when:
 - 1) the number of vacancies is insufficient
 - 2) the remaining resident of that room agrees to pay an extra fee in the amount of 50% of his / her recent roommate's fee

Reference to point 16. 2) An official request is mandatory. It will be evaluated as long as there are no other applications pending decisions. In the case of students / doctoral

³ the deadlines for the confirmation are provided in the schedule for submitting applications for a place in the dormitory and the work of the Commission's.

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students referred to in point 24) and foreigners studying at the Medical University – an additional deposit will be required.

The decision about the necessity of re-quarterming is made by the Manager of a respective dormitory.

In justified cases, the re-quarterming may be also implemented in June and between dormitories.

17. During the academic year, any applications for accommodation in a dormitory or re-quarterming (Annex 15A or 15D)⁵ are to be submitted to the Administration of the Dormitory where the applicant wants to be accommodated. The applications will be evaluated by Administrative Managers at each Dormitory. Decisions will be provided in a form of monthly protocols approved by the Head of the Dormitory Administration Department.
18. Students / doctoral students are obliged to check in within deadlines provided in the announcement otherwise, they lose their allocated place. In particularly justified random cases, a student / doctoral student may request to reschedule the check-in date provided that the request is submitted by email before September 28. The decision is sent by the Administrative Manager of a Dormitory by e-mail. Check-ins past the deadline does not waive the obligation of making the payment for a full month. If a student / doctoral student does not complete the check-in and the place remains vacant, other residents of that room may be subject to the re-quarterming procedure.
19. Before checking in, each resident is obliged to read the regulations for the Housing placement process in MUL dormitories referred to in this appendix and with the “Rules and Regulations of Residential Accommodation in MUL Dormitories”, which he/she acknowledges in a written statement submitted to the Dormitory Administration when checking in.
20. Students / doctoral students of the Medical University of Lublin who are accommodated in a MUL dormitory are obliged to pay fees on time by the 25th of each month (effective with a date when the money is accounted at MUL) - Annex No. 15B⁵. If the payment or its part is missing within the above-mentioned deadline, the resident will be charged with statutory interest for the delay and a contractual penalty of PLN 2 for each day of delay in payment.
Only students / doctoral students of the Medical University who, due to a random event, find themselves in a temporarily difficult financial situation and by the 20th day of a given month at the latest obtained written consent of the Dean to extend the payment deadline, may be exempt from extra fees. In the event of repeated arrears in payments (despite the payment of interest and contractual penalties), the Chancellor, upon a written request of a dormitory Manager, may decide to deprive the student / doctoral student of the possibility to continue his/ her accommodation.
21. Changes in the fee structure in the case of re-quarterming processed during the month:
 - 1) If a student / doctoral student re-quarters from a place with a higher fee to a place with a lower fee:
 - a) at his request, and:
 - re-quarterming takes place by the 10th day of a given month (included) - the lower fee applies;
 - re-quarterming takes place after the 10th of a given month – the higher fee applies;
 - b) for the reasons referred to in point 16, and:

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-re-quartering takes place by the 20th day of a given month (included) - the lower fee applies,

- re-quartering takes place after the 20th day of a given month - the higher fee applies.

2) If a student / doctoral student re-quarters from a place with a lower fee to a place with a higher fee, and:

a) re-quartering takes place by the 20th day of a given month (included) - the higher fee applies,

b) re-quartering takes place after the 20th day of a given month - the lower fee applies.

If a student / doctoral student makes advance payment with a higher rate before the decision on re-quartering, the overpayment is accounted towards the next month's fee. In the case of re-quartering between dormitories (that takes place by the 20th day of each month included), the overpayment is transferred and accounted towards the next month's fee at the dormitory to which the student / doctoral student is relocated.

22. A student / doctoral student who terminates accommodation between June 1-15 due to a short examination session shall pay half of the monthly fee. Students / doctoral students who terminate the accommodation after June 15th are required to pay a full month's fee. This rule does not apply in the period between October 1 and May 31, i.e. a student / doctoral student is obliged to pay a full month's fee, regardless of the termination date.
23. In the case of an overpayment, a student / doctoral student may apply for a refund. The request (Annex No. 15F⁶) including details of the resident's bank account must be addressed to the Financial Department of the Medical University and submitted for confirmation by the Manager of a relevant Dormitory. Failure to request a refund of the overpayment will result in accounting the money towards dormitory income.
24. In the case of vacancies, it is possible to accommodate students / doctoral students of other Lublin universities⁷ with whom the "Agreement on accommodation for students and doctoral students in dormitories" has been concluded in the Dormitory according to the same rules applicable to students / doctoral students of the Medical University. Students / doctoral students of these universities, upon their check-in, are required to present a receipt confirming deposit payment, in the amount of a monthly fee for the allocated place. The payment also serves as a deposit of security in the case the first month's fee is not paid in due time (i.e. until the 25th day of the month). If the payment is not made in due time, a resident will be automatically deprived of the allocated place, effective on the first day of the following month and the deposit will be accounted towards dormitory income.
25. The obligation to present the receipt confirming deposit payment, also referred to as a deposit of security, applies to foreigners studying at the Medical University when they check in.
26. The deposit is refundable based on a student's / doctoral student's request including details of his / her bank account (Annex No. 15F⁶). Failure to request a refund will result in accounting the money towards dormitory income.
27. During the academic year, MUL dormitories might provide emergency accommodation to non-students in vacant guest rooms, apartments, and student rooms. Emergency accommodation is subject to separate fee rates approved by the Rector of the Medical University and a full upfront payment.

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⁷ KUL, PL, UMCS, UP, WSEI, WSNS, WSSP, WSPA.

28. In the case of intentional destruction (devastation) of the property of Dormitories, residents will be held liable for financial and administrative purposes individually. The number of claims will be determined based on the received invoices for purchase (repair) or costs of restoration officially estimated by inspectors of the MUL Technical Department.
29. In particularly justified and documented random cases, at the request of a student / doctoral student, the Chancellor, based on the opinion of the Head of the Dormitory Administration Department, may apply an individual procedure.