



Item 103

**ORDINANCE No. 48
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 24 March 2025

**on introducing the Rules and Regulations for the use of the Academic
Staff Hall of Residence of the University of Warsaw (DPN)**

Pursuant to Article 23, section 1, point 2 of the Act of 20 July 2018 – the Law on Higher Education and Science (consolidated text: Journals of Law of 2024, item 1571, as amended), it is hereby ordered as follows:

§ 1

The Rules and Regulations for the use of the Academic Staff Hall of Residence of the University of Warsaw (DPN), hereinafter referred to as the “Rules and Regulations”, which are annexed to the Ordinance, are hereby introduced.

§ 2

1. Subject to sections 2 and 3, the hitherto regulations shall apply to rent agreements concluded before the date of entry into force of the present Ordinance, but no longer than until the end of the period for which they were concluded.

2. The extension of the rent agreement, as well as the rent agreement after the extension, shall be subject to the provisions of the Rules and Regulations, which will be confirmed by a relevant annex.

3. The provisions of the Rules and Regulations shall be applicable to the consequences of events related to accommodation at the Academic Staff Hall of Residence, which will occur after entry of this Ordinance into force.

4. As of the effective date of the present Ordinance, the fee rates for non-contractual use of premises in the Academic Staff Hall of Residence referred to in Chapter 1, section 13 of the Rules and Regulations shall apply.

§ 3

The Ordinance shall enter into force on 1 May 2025.

Rector of the University of Warsaw:

A. Z. Nowak

RULES AND REGULATIONS FOR THE USE OF THE ACADEMIC STAFF HALL OF RESIDENCE OF THE UNIVERSITY OF WARSAW (DPN)

§ 1

Criteria for allocation of places and accommodation

1. The Academic Staff Hall of Residence, hereinafter referred to as “DPN” is intended for the temporary accommodation of University of Warsaw employees, who are academic teachers employed on at least a part-time basis as well as doctoral students of the full-time doctoral studies conducted by the University permanently residing at a distance that would make daily commuting impossible. Subject to items 7 and 8, the accommodation shall be provided for the period of work or doctoral studies at the University of Warsaw. Entitlement to apply for a place in the DPN shall arise, respectively, upon taking the oath in the case of doctoral students or signing the employment contract in the case of employees.

2. The place in the DPN shall be allocated by the Rector of the University of Warsaw at the request of the Committee for the DPN Accommodation appointed by him. The Committee is composed of the Chairperson and members who are representatives of the organisational units of the University of Warsaw and the Trade Unions operating at the University of Warsaw.

3. The Committee shall apply for the allocation of a place on the basis of an application approved by the organisational unit of the University of Warsaw in which the applicant is employed or the doctoral school in which the doctoral student is studying. The decision shall take into account the staffing needs of the University of Warsaw and the family and housing situation of the applicant.

4. Priority for accommodation shall be given to doctoral students whose income is lower than or equal to the applicable minimum remuneration, as announced by the President of the Council of Ministers in the current Monitor Polski [eng. Official Gazette of the Republic of Poland], and to academic teachers.

5. In special cases, the University of Warsaw non-academic staff members may be accommodated in the DPN provided they have been employed at the University of Warsaw for at least one year and have no legal title to any housing unit.

6. Persons listed in items 4 and 5 must submit an annual statement on their current housing and family situation. The Committee may request additional documents from persons applying for the place in the DPN, such as, for example, a certificate of the average gross monthly income per person in the family, calculated according to the principles set out in § 7. sections 6-9 of the University Social Benefits Fund Rules and Regulations, constituting an appendix to the Ordinance No. 291 of the Rector of the University of Warsaw of 21 December 2020 on the University Social Benefits Fund Rules and Regulations.

7. In cases not covered by the Rules and Regulations, the Rector shall make individual decisions on accommodation and the fee amount at the request of the Committee for the DPN Accommodation. In particular, the above-mentioned individual decisions may apply to the following cases:

- 1) the applicant is awaiting the conclusion or extension of their employment contract at the University of Warsaw (confirmation by the authorities of the applicant's employing unit is required) - full rent + VAT;
- 2) the applicant is employed on a less than a part-time basis – double rent + VAT;
- 3) the applicant's period of doctoral studies has expired, but he/she is still awaiting the date of thesis defence (confirmation of the date of thesis defence by the Faculty authorities is required):
 - no longer than 6 months from the date of doctoral studies completion,
 - 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 of Warsaw.

8. The maximum total period of residence in the DPN may not exceed 6 years for doctoral students and no more than 6 years for employees, starting from the date on which the first rent agreement was concluded. The doctoral student who has completed their doctoral studies and has been employed at the University, or a doctoral student who has completed their doctoral studies and has been employed at the University, may have their period of residence extended for further years but for no more than six consecutive years. The Committee may, for legitimate reasons, request an extension of the accommodation, provided that in each subsequent year of the accommodation period, the rent rate shall be increased by 25% over the approved fee rate in effect for a given year. The rent rate cannot exceed 200% of the base rent fee + VAT. The first such rent increase took place in the academic year 2014/2015.

9. The person who has submitted the application shall be informed of the decision on the allocation of the housing unit. The information shall be sent by e-mail to the address in the University of Warsaw domain. Persons to whom the Rector, upon consultation with the Committee for the DPN Accommodation, has granted the right to be accommodated in the DPN, shall be obliged to confirm his/her intention to be accommodated within 14 days from the date of receipt of the information via e-mail. Confirmation shall be sent in a return e-mail to the address from which the information concerning the decision on the allocation of a housing unit in the DPN was sent. It shall also be necessary to contact the DPN administration within 14 days to confirm the intention to be accommodated. Failure to confirm the intention to be accommodated within 14 days shall result in the loss of the allocated housing unit in the DPN. Accommodation shall take place within 30 days of confirmation of the desire to be accommodated. The loss of the place does not exclude the right to reapply for the DPN accommodation on a general basis.

10. Persons whose internship abroad or other justified circumstances make it impossible to accommodate on the date indicated in section 9 shall be obliged to inform the employee of the DPN administration in writing or by e-mail about this fact, stating the planned date of moving in into the allocated accommodation. In such a case, the applicant shall pay the fee for the period during which the place in the DPN will be reserved for them.

11. If the employee fails to accommodate in the allocated place and to submit a written notice, referred to in section 10, the Office for Personnel Social Benefits shall add this place to the pool of DPN places designated for reallocation.

12. The use of the place in the ASHR in violation of the current Rules and Regulations (e.g., sublease of an allocated room), shall result in deprivation of the right to occupy the premises.

13. Individuals who have not had their DPN accommodation extended for the next academic year shall be obliged to vacate the premises in accordance with the agreed accommodation date. For the entire period of unlawful use of the premises, the above-mentioned persons shall be obliged to pay a fee for unlawful use in the amount of 300% of the basic rent fee plus VAT.

14. Simultaneously with concluding the rent agreement, the tenant shall submit to the DPN administration a statement of having read the Rules and Regulations for the use of the Academic Staff Hall of Residence of the University of Warsaw (DPN) in the version in force on the date of conclusion of the agreement.

15. In addition, the tenant who is an employee of the University of Warsaw shall submit to the DPN a statement granting consent to deduct the rent under the rent agreement from his/her remuneration paid by the University of Warsaw. The statement must meet the conditions under Article 91 of the Labour Code (with the exception of doctoral students and grant-funded staff - these individuals shall pay the accommodation fees by themselves). The statement granting consent to the rent deduction shall be immediately forwarded by the DPN administration to the Office for Personnel Social Benefits and the Bursar's Office.

Chapter 2

Fees

1. Accommodation fees cover the DPN maintenance costs. The amount of the fees shall be based on a cost calculation, reviewed by the Council of Residents and approved by the Rector of the University of Warsaw.

2. The accommodation fee also covers the fee for the renovation fund. The rate of fees for the renovation fund shall be approved by the Rector of the University of Warsaw upon consultation with the Council of Residents and based on the renovation and modernisation needs of the facility.

3. The rent agreement shall specify the dates and method of payment of fees for the occupied premises, electricity consumed and the interest for late payment.

Chapter 3

Council of Residents

1. The Council of Residents is a consultative body and represents the ASHR residents as a whole.

2. The composition of the Council of Residents shall be approved by the Rector upon presentation of the minutes of the elections with the list of voters. The Council of Residents shall be obliged to submit the document approved by the Rector to the Head of the ASHR.

3. The Chairperson of the Council of Residents shall announce the date of the Council of Residents' meeting to all the residents in the form of a written announcement three days before the scheduled Council meeting.

4. The Council of Residents, within the scope of its powers, may:

- 1) participate in meetings of the Committee for the ASHR Accommodation;

- 2) give their opinion on the amount of accommodation fees after reviewing the cost of living calculation prepared by the Head of the DPN;
- 3) submit requests to the Head of the DPN on matters relating to improving the operation of the facilities.

5. The outgoing Council of Residents shall present a report on its activities at the first DPN residents' meeting dedicated to the elections.

6. The scope of the Council's activities shall be determined by the Rules and Regulations of the Council of Residents.

§ 4

Rules and Regulations of the Council of Residents of the Academic Staff Hall of Residence of the University of Warsaw (DPN)

1. The Council of Residents represents the interests of all DPN residents.
2. The General Meeting of Residents is composed of all DPN residents who are tenants of the housing units.
3. The Council of Residents shall be elected (and dismissed) by the General Meeting of Residents of the Academic Staff Hall of Residence for a period of two years by a simple majority in the presence of at least half of the members of the General Meeting. In the absence of the required quorum, the Council of Residents shall hold a supplementary election within two weeks or re-vote on the dismissal. In the event of a repeated absence of a quorum, election or dismissal may take place by a simple majority of votes.
4. The Council of Residents shall consist of three to five members, who shall elect a chairperson and a deputy chairperson from among themselves at its first meeting. If members of the Council of Residents resign during the term of office, addition of new members to the Council shall be allowed.
5. Election of the Residents' Council by onsite or electronic voting, using IT tools available at the University of Warsaw, shall be allowed. Electronic elections shall last three days. In the first vote, the election shall be carried out by a simple majority of votes with at least half of the persons entitled to vote being present. In the second and subsequent votes, the result shall be binding regardless of the turnout.
6. Meetings of the Council of Residents shall be public.
7. The Council of Residents shall be obliged to keep the DPN residents informed of its activities.
8. The Council of Residents shall have the right to submit proposals to the Rector concerning the financial burden of residents.

§ 5

General provisions

1. The Rector, upon consultation with the Committee for the DPN Accommodation, shall revoke the decision to allocate the place in the DPN if:
 - 1) the tenant's employment has been terminated, the period of the tenant's doctoral studies has expired or the tenant has been removed from the list of doctoral students;
 - 2) the tenant or his/her spouse has a legal title to another housing unit in the city where the University of Warsaw seat is located;

- 3) the tenant has grossly breached the DPN House Rules;
- 4) the tenant is in arrears with rent payments for more than two months;
- 5) the tenant has subrented or sublet their housing unit to a third party without the University's consent.

2. A person who has lost the right to accommodation in the DPN shall be obliged to vacate the occupied premises within 14 days without the right to be provided with substitute premises.

3. The manner of use of the DPN is described in the House Rules approved by the Rector.