



Regulations on the Allocation of Accommodation Places

in GMU Student Residences

Gdynia Maritime University



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Part I – General Provisions

Section 1

Whenever the below terms appear in these Regulations, they should be understood to mean:

- 1) **Regulations** – these Regulations on the Allocation of Places in Gdynia Maritime University Student Residences;
- 2) **SR(s)** – Gdynia Maritime University student residence(s);
- 3) **GMU** – Gdynia Maritime University;
- 4) **Place** – means an accommodation place in an SR.
- 5) **Rector** – The Rector of Gdynia Maritime University or a Deputy Rector acting under the authority of the Rector;
- 6) **Chancellor** – The Chancellor of Gdynia Maritime University;
- 7) **Dean** – a Faculty Dean or a Deputy Dean acting under the Rector’s authorisation;
- 8) **SR administration** – the SR Coordinator and administrative staff of a given SR;
- 9) **GMU student** – a person enrolled at GMU on a bachelor's (first-cycle) or a master's (second-cycle) programme, full-time or part-time;
- 10) **A non-GMU student** – a person studying on a first-cycle (bachelor’s) or second-cycle (master’s) programme, full-time or part-time, at a higher education institution other than GMU;
- 11) **Graduate** – a person who has completed studies at GMU and obtained a professional degree title;
- 12) **Doctoral candidate** – a person pursuing doctoral studies at GMU or at the GMU Doctoral School.

Section 2

1. These Regulations set out the rules and procedure for awarding places in Gdynia Maritime University student residences.
2. These Regulations do not apply to places allocated to academic teachers and places used for other purposes.
3. The schedule of fees for student accommodation in SRs Nos. 2, 3 and 4 shall be set by the Rector upon the Chancellor’s request. Any decision to change the level of accommodation fees in the SRs requires agreement with the Student Government (Students’ Union).



Section 3

The following shall be entitled to apply for accommodation in GMU student residences:

- 1) GMU students, including:
 - a) GMU students who are not Polish citizens;
 - b) GMU students, together with their spouses and children;
- 2) graduates for a period of one year from the date of graduation, at the applicable student rate increased by 50% + VAT;
- 3) foreign students participating in student exchange programmes;
- 4) persons undertaking a traineeship/practical placement or a research internship at GMU;
- 5) students of other higher education institutions, subject to the availability of places;
- 6) doctoral candidates, at the applicable student rate increased by 50% + VAT;
- 7) participants in non-degree postgraduate study programmes, at the applicable student rate increased by 50% + VAT;
- 8) persons not listed in points 1 - 7 above, in exceptional/special cases.

Section 4

1. The following persons are authorised to award places in the student residences:
 - 1) the faculty Deans, after obtaining the opinions of the SR coordinators and the competent body of the Student Government (Student Union);
 - 2) the Chancellor, after obtaining the opinion of the SR Coordinators;
 - 3) the Rector.
2. The Faculty Deans shall allocate places for the academic year for GMU full-time and part-time students, including first-year students, as well as their spouses and children.
3. The Chancellor shall decide on the allocation of places during the academic year to the persons referred to in Section 3(2)–(7) and Section 3(1).
4. The Rector shall decide on the allocation of places in the specific cases referred to in Section 3(8).



Section 5

1. The Rector shall allocate places in the SRs among the individual faculties (faculty pools) in proportion to the number of full-time students, retaining up to 10% of the total number of places at the Rector's disposal (university-wide pool).
2. The Chancellor shall provide the Rector, by 10 May, with the data on accommodation capacity in the SRs necessary for making the decision.

Part II – Submission of Applications

Section 6

1. A place in GMU student residences shall be allocated upon an application submitted by a student:
 - 1) the template for the application form for awarding a place in a GMU SR to a GMU student is set out in Annexe 1 to these Regulations;
 - 2) the template for the application form for awarding a room in a GMU SR to a GMU student is set out in Annexe 2 to these Regulations;
 - 3) the template for the application form for awarding a place in a GMU SR to a non-GMU student is included as Annexe 3 to these Regulations.
2. In the case of persons referred to in Section 3(3) and Section 3(4), a place may also be allocated upon the request of the unit responsible for the student.
3. The applications referred to in paragraph 1 shall be submitted to the SR Coordinator of the relevant SR no later than 30 April; however, this deadline shall not apply to first-year students, who shall submit the application by the deadline set for submitting the complete set of admission documents to the relevant Faculty Admissions Committee.

Section 7

1. The Council of Residents and the SR Coordinators shall issue opinions on the applications at a minuted meeting.
2. Applications submitted by 30 April shall be considered at the meeting. The opinions shall be forwarded to the Deans of the relevant faculties by 20 May. The Deans shall decide on the allocation of places in the SRs no later than 31 May, and, with regard to applications of first-year students, within 14 days of the announcement of the admission results.



3. For applications submitted after the deadline referred to in Section 6(3), the decision shall be made by the Chancellor, subject to the availability of vacant places.

Section 8

1. Information on allocated places shall be made available exclusively to applicants.
2. Information on the decisions taken by the Deans shall be provided to the Dean's Office of the relevant faculty by e-mail and in writing no later than two weeks before the scheduled date of check-in.
3. Information on decisions taken by the Chancellor shall be provided to the applicant directly at the SR to which the application was submitted.

Part III – Procedure for the Allocation of Places

Section 9

1. When allocating accommodation places within GMU SRs, priority shall be given to full-time students with difficult financial circumstances for whom daily commuting to the University would make studying impossible or would significantly hinder it.
2. Subject to paragraph 1, places in the SRs shall be allocated according to the following order of priority:
 - 1) GMU students of whom one or both parents are deceased;
 - 2) GMU students who are single parents, or a GMU student who is pregnant;
 - 3) Married couples with a child, where at least one spouse is a GMU student;
 - 4) Married couples with no children, where at least one spouse is a GMU student;
 - 5) Foreign national studying at GMU;
 - 6) other GMU students;
 - 7) other persons listed in Section 3.
3. A place shall be awarded until the end of the relevant academic year as specified in the academic timetable.
4. Subject to the availability of vacant places, an applicant may request an additional place or the entire room for exclusive use. The fee for an additional place shall amount to 80% of the basic rate, and the fee for a room for exclusive use shall equal the product of 80% of the basic rate per place and the number of places in the allocated room.



5. On the basis of the list of persons who have been granted a place in the SR, the SR Coordinator shall allocate such persons to specific rooms.
6. When making the allocation referred to in paragraph 5, the following rules shall apply:
 - 1) married couples should be accommodated in double rooms or triple rooms (with an additional fee for the extra place);
 - 2) on the basis of a written declaration, the SR coordinator may accommodate in a double room persons in an informal relationship (unmarried/cohabiting partners).

Section 10

1. A student who has not been granted a place in an SR shall have the right to appeal to the Rector, through the person who issued the decision, within 7 days of the date of publication of the decisions referred to in Section 7(2) and Section 7(3).
2. The Rector's decision issued following consideration of the appeal shall be final.

Part IV – Rules and Procedure for Allocating Places for the Summer Vacation Period

Section 11

1. The number of places in each SR designated for occupancy during the summer vacation period by the persons referred to in Section 3 shall be determined by the Chancellor.
2. A place for the academic summer vacation period shall be allocated upon a GMU student's application. Applications for a place for the summer vacation period shall be submitted to the administration of the relevant SR no later than 15 May. The template application form is set out in Annexe 4 to these Regulations. Information on places allocated for the summer vacation period is available from the administration of the relevant SR.
3. At the request of the Chancellor, the Rector may increase the accommodation fees payable for the summer vacation period.
4. A condition for residing in an SR during the summer vacation period is that there are no outstanding accommodation fee arrears. Persons with arrears shall not be entitled to reside until such arrears have been settled.
5. Information on places allocated for the summer vacation period shall be made available exclusively to the persons directly concerned, i.e., those who submitted an application to the relevant SR; such information shall be provided from 1 June.



Section 12

A condition for residing in an SR in September during the summer resit session is to make a written reservation with the administration of the relevant SR.

Part V – Final Provisions

Section 13

The Dean's Offices of the respective faculties shall keep the administration of the relevant SR informed on an ongoing basis of the status of resident students, in particular students who have been granted long-term leave of absence, permission to repeat a year, have been removed from the register of students, or have resumed or completed their studies.

Section 14

A resident who, in order to obtain a place, submitted false data or documents shall lose the right to reside in the SR immediately upon discovery of this fact. The decision on the loss of the right to reside shall be taken by the administration of the relevant SR.

Section 15

Any matters not covered by these Regulations shall be decided by the Rector.

Annexes:

Annexe 1 – Application for allocation of a place in a student residence (GMU student),

Annexe 2 – Application for allocation of a room in a student residence (GMU student),

Annexe 3 – Application for allocation of a place in a student residence (non-GMU student),

Annexe 4 – Application for allocation of a place in a student residence during the summer vacation period