

**Regulations for allocating placements, payments and check-in dates in the Student Halls of
Residence of Cracow University of Technology for the academic year 2025/2026**

Art. 1 General provisions

1. The terms used in this Attachment to Regulation No 54 of the Rector of CUT shall be understood to mean:
 - 1.1 CUT SHC (OS PK) – the Cracow University of Technology Student Housing Complex,
 - 1.2 CUT SHR (DS PK) – the Cracow University of Technology Student Hall of Residence,
 - 1.3 SHCM (AOS) – the Cracow University of Technology Student Housing Complex Management,
 - 1.4 SHCC (KOS) – the Cracow University of Technology Student Housing Complex Committee,
 - 1.5 CUT SAP (PSS PK) – the CUT Student Association Parliament,
 - 1.6 CUT ASA (AZS PK) – the CUT Academic Sports Association,
 - 1.7 SHC (OS) Head – Head of the Cracow University of Technology Student Housing Complex,
 - 1.8 SHR (DS) Manager – Manager of the Cracow University of Technology Student Hall of Residence,
 - 1.9 ACS (SKD) – the Access Control System
2. A placement in the Student Halls of Residence of Cracow University of Technology (CUT SHR) is allocated for the period from 1 October 2025 to 30 June 2026. Where the final year of studies lasts for one semester, the placement in a CUT SHR is allocated from 1 October 2025 to 31 March 2026.

A person accommodated in a CUT SHR who completes their first-cycle studies before the end of the accommodation period and wishes to continue residing in the CUT SHR retains the right to accommodation under the terms of payment applicable to students until the end of the academic year.

3. The number of placements allocated for the academic year 2025/2026 takes into account the exclusion of a number of selected units/rooms in CUT SHR. The Vice-Rector for Education and International Cooperation and the Vice-Rector for Student Affairs allocate the excluded placements at their discretion. The funds obtained from renting the accommodation listed below constitute the revenue of the CUT Student Housing Complex.

Art. 2

**Sale of placements allocated for the academic year 2025/2026 remaining at the disposal of the
Vice-Rector for Education and International Cooperation**

1. **The Vice-Rector for Education and International Cooperation** allocates the excluded units/rooms for accommodating international exchange students, foreign students, and participants of the International Centre of Education:
 - 1.1 **The International Relations Office (bilateral exchange)**
28 placements in the period from 1 Oct. 2025 to 15 February 2026, and from 23 Feb. 2026 to 30 June 2025:
 - 28 placements in double rooms in 4-person units in SHR-4
These are rooms: 209/210, 211/212, 213/214, 215/216, 303/304, 305/306, 311/312
 - 1.2 **The International Relations Office, the Erasmus Programme Section**
68 placements in the period from 1 Oct. 2025 to 15 February 2026, and from 23 Feb. 2026 to 30 June 2025:
 - 24 placements in single and double rooms (LUX) in 6-person units in SHR-2
These are residential units: 912/913, 914/915, 1012/1013, 1014/1015
 - 14 placements in single and double rooms in 3-person units in SHR-2
These are residential units: 103, 104, 203, 204, and room 205b
 - 30 placements in double rooms in 4-person units in SHR-4

These are rooms: 222/223, 224/225, 226/227, 228/229, 230/231, 232/233, 1003/1004, 1005

1.3 Foreign students participating in the Tennessee Programme

12 placements in the period from 16 Feb. 2026 to 30 June 2026:

- 12 placements in double rooms in 4-person units in SHR-4
These are rooms: 203/204, 205/206, 207/208

1.4 Foreign students participating in the pre-session English course run by Foreign Languages Centre

24 placements in the period from 1 Oct. 2025 to 30 June 2026:

- 24 placements in double rooms in 4-person units in SHR-4
These are rooms: 922/923, 924/925, 926/927, 928/929, 930/931, 932/933

1.5 Chinese students studying at the Faculty of Architecture within the framework of the International School of Engineering (ISE)

9 placements in the period from 1 Oct. 2025 to 30 June 2026:

- 12 placements in double rooms in 4-person units in SHR-4
These are residential units: 307/308, 309/310, 313/314

1.6 The International Centre of Education

111 placements in the period from 1 Oct. 2025 to 30 June 2026:

- 54 placements in single and double rooms in 6-person units in SHR-1
These are residential units: 109/110, 112/113, 209/210, 212/213, 309/310, 312/313, 409/410, 412/413, 414/415
- 39 placements in single and double rooms in 3-person units in SHR-2
These are residential units: 303, 403, 404, 503, 504, 505, 603, 604, 703, 704, 803, 804, 903, 904
- 18 placements in single and double rooms in 6-person units in SHR-3
These are residential units: 512/513, 514/515, 612/613

1.7 Foreign students admitted to the 1st year of studies

88 placements in the period from 1 Oct. 2025 to 30 June 2026:

- 42 placements in single and double rooms in 6-person units in SHR-1
These are residential units: 203/204, 205/206, 605/606, 609/610, 709/710, 805/806, 809/810
- 22 placements in single and double rooms in 3-person units in SHR-2
These are residential units: 305, 405, 505, 605, 705, 805, 905 and room 304a
- 24 placements in single and double rooms in 6-person units in SHR-3
These are residential units: 614/615, 712/713, 714/715 and 812/813

1.8 Foreign students admitted to the 1st year of a second-cycle study programme

8 placements in the period from 16 Feb. 2026 to 30 June 2026:

- 8 placements in single and double rooms in 3-person units in SHR-2
These are units: 709, 710 and room 708b.

2. Domestic and international full-year students, assigned accommodation in the CUT Student Halls of Residence by the International Relations Office, pay a monthly fee for their placement in the Student Hall of Residence. The payment must be made to the student's individual account based on a payment slip generated by the CUT SHCM or online through the Virtual Dean's Office by the 15th day of each month.
3. The entity responsible for allocation of placements for foreign students is obliged to provide nominal lists of students along with their arrival dates and email addresses to the CUT SHCM by 12 September 2025 (and, for placements available from the second semester, by 9 February 2026). Based on these lists, reservations will be created for them in the HMS system.
4. Foreign students listed in points 1.1, 1.2, 1.7 and 1.8, who have received a placement in a CUT Student Hall of Residence, are required to pay a deposit of 700 PLN before moving in (in the winter semester, by 25 September 2025, and in the summer semester, by 18 February 2025).

The aforementioned deposit will be credited towards the rent. The deposit must be paid into the student's individual account listed in the Virtual Dean's Office system (online payment available). The CUT SHCM

will inform students of the need to pay the deposit. Failure to pay the deposit by the above-mentioned date is equivalent to relinquishing the placement in the CUT Student Hall of Residence and may result in CUT SHCM cancelling the reservation in the system. After cancelling the reservation, this placement will automatically remain at the disposal of CUT SHC.

5. It is not possible to pay a higher amount of the deposit by the above-mentioned date. The additional payment towards the rent may only be made after the student has moved into a CUT Student Hall of Residence and the deposit has been settled.
6. The CUT SHCM is authorized to reassign students between rooms within a given Student Hall of Residence to ensure optimal occupancy and profitability of the Student Halls of Residence. The CUT SHCM may offer the student(s) remaining in the room where a vacancy has occurred the option to increase the rent for the room and thus have no other person assigned to that room.
7. If placements remain unused and are not returned within the time limits specified in Art. 2(3), the CUT SHCM will charge the Vice-Rector for Education and International Cooperation 50% of the monthly rent for these places (by internal settlement) until the placements are relinquished or residents move in.
8. All minors are required to present to the SHR Manager a notarial power of attorney authorizing legal guardianship over the minor.

Art. 3

Sale of placements allocated for the academic year 2025/2026 remaining at the disposal of the Vice-Rector for Student Affairs (including students of the 1st year of first- and second-cycle study programmes)

1. **The Vice-Rector for Student Affairs** allocates the reserved residential units/rooms for accommodating individuals admitted to the 1st year of studies, doctoral students, persons with disabilities, members of the Academic Sports Association – the CUT Sports Club, the CUT Parliament of Students' Association (CUT PSA) and the Student Housing Complex Committee (SHCC):
 - 1.1. **Individuals admitted to the 1st year of studies**
380 placements in the period from 1 Oct. 2025 to 30 June 2026.
 - 1.2. **Doctoral students**
6 placements in the period from 1 Oct. 2025 to 30 June 2026.
 - 6 placements in single and double LUX rooms in SHR-2.
These are units: 712, 715
 - 1.3. **Individuals with disabilities**
18 placements in the period from 1 Oct. 2025 to 30 June 2026.
 - 6 placements in single and double rooms in a 6-person unit in SHR-1.
This is unit 114/115
 - 4 placements in single rooms in a 4-person unit in SHR-3.
This is unit 112/113
 - 8 placements in double rooms in 4-person units in SHR-4.
These are rooms: 103, 105, 503/504
 - 1.4. **The Academic Sports Association – the CUT Sports Club**
12 placements in the period from 1 Oct. 2025 to 30 June 2026
 - 12 placements in double rooms in 4-person units in SHR-4.
These are rooms: 132/133, 403/404, 415/416
 - 1.5. **The CUT Parliament of Students' Association**
16 placements in the period from 1 Oct. 2025 to 30 June 2026
 - 16 placements in double rooms in 4-person units in SHR-4.
These are rooms: 124/125, 126/127, 128/129, 130/131
 - 1.6. **The Student Housing Complex Committee (SHCC)**
16 placements in the period from 1 Oct. 2025 to 30 June 2026

- 4 placements in SHR-1
- 4 placements in SHR-2
- 4 placements in SHR-3
- 4 placements in SHR-4

2. Rules for allocating placements in the Student Halls of Residence of Cracow University of Technology remaining at the disposal of the Vice-Rector for Student Affairs

2.1. Individuals admitted to the 1st year of first- and second-cycle study programmes

- 2.1.1. All individuals applying for a placement in CUT SHRs are required to submit an e-application for a placement in a CUT SHR electronically through the Virtual Dean's Office system, from 29 July 2025 (from 10:00 AM) to 11 August 2024 (until 11:59 PM).
- 2.1.2. Making a reservation for a placement in the selected Student Hall of Residence will be possible in the Virtual Dean's Office system from 13 August 2025 (from 10:00 AM) to 19 August 2025 (until 11:59 PM). After this period, all e-applications submitted by students, for which no reservations have been made, will not be considered by the CUT SHCM, and the unused placements will be added to the general pool of available placements in the CUT SHRs available to all interested students.
The selection of a given Student Hall of Residence in the process of making a reservation is determined by the order of applications.
- 2.1.3. Selection of a room in the reserved Student Hall of Residence will take place outside the Virtual Dean's Office system, during the check-in stage (Art. 5 of these regulations), i.e. with the manager of the given Student Hall of Residence or through a dedicated website managed by the SHCC in August/September 2025.
- 2.1.4. Individuals who make a reservation in the Virtual Dean's Office system are required to pay a deposit of 700 PLN within 7 days of the date of creating the reservation, which will be credited towards the rent in October/November 2025. Failure to meet this condition will result in the cancellation of the reservation by the CUT SHCM. Payment of the required deposit confirms the selection of a placement in a CUT SHR.
- 2.1.5. Individuals who were unable to make a reservation in the Virtual Dean's Office system because the limit of available placements had been exhausted will have the opportunity to apply for a placement in a CUT SHR outside the Virtual Dean's Office system only if additional placements become available (e.g. due to cancelled reservations, relinquishing of created reservations, relinquishing of reserved placements by entities which had them at their disposal, etc.). In such cases, interested individuals are required to contact the CUT SHCM at osiedle.studenckie@pk.edu.pl, and submit an application - Template No. 2.

2.2. Doctoral students

- 2.2.1. Doctoral students may submit applications to the Head of the CUT Council of Doctoral Students' Association within the following time limits:
- from 12 June 2025 to 31 August 2025 – doctoral students of the 2nd year of studies or higher
 - from 1 Sept. 2025 to 22 Sept. 2025 – individuals admitted to the CUT Doctoral School
- 2.2.2. The CUT Doctoral Students' Association submits to the CUT SHCM or via email to osiedle.studenckie@pk.edu.pl lists of names of interested individuals alongside their applications no later than 5 Sept. 2025 (doctoral students of the 2nd year of studies or higher) and no later than 26 Sept. 2025 (individuals admitted to the CUT Doctoral School). Should the written information fail to be submitted within the specified time limits, the placements are transferred to be disposed of by the CUT SHCM.

2.3. Individuals with disabilities

- 2.3.1. Individuals with disabilities submit an e-application, following Art. 4(3.1) letter a, and send the disability degree certificate via email to osiedle.studenckie@pk.edu.pl from 12 June 2025 to 31 August 2025. Priority in applying for a placement in a residential unit for individuals with disabilities is given to CUT students who submit a certificate of significant disability degree.
- 2.3.2. The allocation of places in the unit for individuals with disabilities will be decided by a committee composed of the CUT Accessibility Coordinator and a representative of CUT SHCM, which will inform all individuals who have submitted the aforementioned documents, by 10 September 2025, about the allocation of a placement or rejection of the application.

2.4. The Academic Sports Association – the CUT Sports Club and the CUT Parliament of Students' Association

- 2.4.1. The CUT ASA and CUT PSA submit to the CUT SHCM or via email to osiedle.studenckie@pk.edu.pl lists of names of interested individuals alongside their applications no later than 5 Sept. 2025.
- 2.4.2. All individuals indicated on the lists submitted to the CUT SHCM are required to pay a deposit of 700 PLN within 7 days of the date the reservation was made, which will be credited towards the rent in October/November 2025. Failure to meet this condition will result in the cancellation of the reservation by the CUT SHCM. Payment of the required deposit confirms the selection of a placement in a CUT SHR.

2.5. The Student Housing Estate Committee

- 2.5.1. By 29 May 2025, the SHCC will submit to the CUT SHCM a list of names (current members of the SHCC) along with applications for a placement in a CUT SHR signed by individuals who will continue their studies at CUT in the academic year 2025/2026, specifying the SHR where each of these individuals will be accommodated.
- 2.5.2. All individuals indicated on the lists submitted to the CUT SHCM are required to pay a deposit of 700 PLN within 7 days of the date the reservation was made, which will be credited towards the rent in October/November 2025. Failure to meet this condition will result in the cancellation of the reservation by the CUT SHCM. Payment of the required deposit confirms the selection of a placement in a CUT SHR.

3. Once the reservation is removed from the system, the place is automatically made available for the CUT SHC to dispose of.
4. If placements remain unused and are not returned within the required time limits specified above, the CUT SHCM will charge the Vice-Rector for Student Affairs 50% of the monthly rent for these places (by internal settlement) until the placements are relinquished or residents move in. This stipulation does not apply to students admitted to the 1st year of first- and second-cycle study programmes.

Art. 4

Sale of placements allocated for the academic year 2025/2026 remaining at the disposal of the Head of CUT SHC (including placements for students of higher years)

1. The Head of CUT SHC is the administrator of the remaining placements in the CUT SHC.
2. The Head of CUT SHC reserves the right to deny placement to residents who were accommodated in previous years and failed to comply with the CUT SHC regulations.
3. Rules for allocating placements in the Student Halls of Residence of Cracow University of Technology remaining at the disposal of the Head of the CUT Student Housing Complex.

- 3.1. All CUT students applying for a placement are required to submit an e-application for allocation of a placement in a CUT SHR electronically through the Virtual Dean's Office system from 20 May 2025 (from 10:00) to 22 May 2025 (until 23:59).
- 3.2. On 27 May 2025, the CUT SHCM will grant authorization to create reservations to CUT students who are in the group of the lowest income brackets (income per one household member for the tax year 2024 not exceeding 1908.90 PLN/month).

CUT students who are in the group of the lowest income brackets will be able to create a reservation for their selected Student Hall of Residence through the Virtual Dean's Office system during the following periods:

- women – from 27 May 2025 (from 10:00) to 30 May 2025 (until 23:59)
- men – from 27 May 2025 (from 13:00) to 30 May 2025 (until 23:59)

- 3.3. On 3 June 2025, the CUT SHCM will grant authorization to create reservations to CUT students who are current residents of the CUT SHC and have submitted an e-application within the time limit specified in Art. 4(3.1).

CUT students who are current residents of the CUT SHC will be able to create a reservation for their selected Student Hall of Residence through the Virtual Dean's Office system during the following periods:

- women – from 3 June 2025 (from 10:00) to 6 June 2025 (until 23:59)
- men – from 3 June 2025 (from 13:00) to 6 June 2025 (until 23:59)

- 3.4. On 10 June 2025, the CUT SHCM will grant authorization to create reservations to the remaining CUT students who have submitted an e-application within the time limit specified in Art. 4(3.1.). The authorization will be granted in the order the e-applications were submitted in the Virtual Dean's Office system and determined by the availability of placements that have not been taken by the students making reservations in the periods specified in Art. 4(3.2.) and 4(3.3.).

The remaining CUT students granted authorization by the CUT SHCM to proceed further with their application for a placement in a CUT SHR will be able to create a reservation for their selected Student Hall of Residence through the Virtual Dean's Office system during the following period:

- women and men – from 10 June 2025 (from 13:00) to 13 June 2025 (until 23:59)

4. In the reservation process, the choice of Student Hall of Residence is determined by the order of applications in the Virtual Dean's Office system. The selection of a room in the reserved SHR will take place outside the Virtual Dean's Office system during the check-in stage (Art. 5 of these regulations), i.e. with the manager of the given Student Hall of Residence or through a dedicated website managed by the SHCC in August/September 2025. The exact date and rules will be announced on the website www.akademiki.pk.edu.pl and facebook.com/KomisjaOSP.
5. Students who have made a reservation in the Virtual Dean's Office system are required to pay a deposit of 700 PLN within 7 days of the date of making the reservation. The deposit will be credited towards accommodation fees in October/November 2025. Failure to meet this condition will result in the cancellation of the reservation by the CUT SHCM, and the student will have to reapply for a placement in a CUT SHR outside the Virtual Dean's Office system, pursuant to the rules described in point 7. Payment of the required deposit confirms the selection of a placement in a CUT SHR.
6. Current residents of CUT SHRs (2024/2025) must report cancellations of their reserved placement for the 2025/2026 academic year to the CUT SHCM before the deposit payment deadline. Failure to provide written notice of cancellation will result in the rent being accounted for as the deposit, since the deposit payment deadline is earlier than the rent payment deadline. In such cases, payments recorded as deposits will not be refunded.
7. Where there are vacancies not taken by students making reservations within the periods specified in points 3.2., 3.3., 3.4., from 7 July 2025, the CUT SHCM will accept applications for placements in the CUT SHRs from CUT students, and from 1 September 2025, from students of other universities (subject to availability) according to the following rules:

7.1. CUT students applying for a placement in a CUT SHR are required to:

- submit an application (Template no 1 or Template no 2) via email to osiedle.studenckie@pk.edu.pl.
- pay a deposit of 700 PLN to the provided individual bank account number within 7 days of the date the CUT SHCM sends the information about the allocation of a placement (making a reservation). The deposit will be credited towards the rent in October/November 2025. Failure to pay the deposit within the specified time limit will result in the cancellation of the reservation by the CUT SHCM and the reserved placement being made available for further allocation,
- specific rooms will be assigned at the check-in stage

7.2. Students from other universities applying for a place in a Student Hall of Residence are required to:

- submit an application (Template no 3) alongside a certificate confirming student status at their home university via email to osiedle.studenckie@pk.edu.pl or in person to the CUT SHCM (the SHR-2 building, room no 05) in the paper version
- pay a deposit of 756 PLN (including VAT) to the provided individual bank account number within 7 days of the date the CUT SHCM sends the information about the allocation of a placement (making a reservation). The deposit will be credited towards the rent in October/November 2025. Failure to pay the deposit within the time limit specified above will result in the cancellation of the reservation by the CUT SHCM and the reserved placement being made available for further sale.
- specific rooms will be assigned at the check-in stage

8. CUT students who want to reside in LUX rooms in SHR-2 can apply for a placement as follows:

- submit an e-application, in accordance with Art. 4(3.1.)
- from 20 May 2025 to 23 May 2025, submit via email to osiedle.studenckie@pk.edu.pl a statement of reasons for applying for a LUX room, supported by relevant documents. The subject line of the email should include the word "LUX".

The allocation of placements in LUX rooms in SHR-2 will be decided by a committee composed of representatives from the CUT SHCM (the manager of SHR-2, a member of administrative staff) and the SHCC based on the following criteria:

- a) exceptional involvement and active participation in matters concerning Cracow University of Technology,
- b) health condition preventing functioning in a double or triple room,
- c) academic achievements,
- d) taking more than one study programme,
- e) individual organization of the study process,
- f) no financial arrears to Cracow University of Technology,
- g) no record of violations of the CUT SHC Regulations,
- h) other appropriately justified reasons.

The Committee for LUX room allocations will review applications by 28 May 2025, and inform applicants of the committee's decision. Information about the Committee's results will also be available at the CUT SHCM or from the Manager of SHR-2.

PK students who are allocated a LUX room in SHR-2 are required to pay a deposit of 700 PLN within 7 days of the date the reservation is made by the CUT SHCM. The deposit will be credited towards the rent in October 2025. Failure to pay the deposit within the required time limit will result in the cancellation of the reservation.

9. CUT students who wish to reside with their partners can apply for placements starting from 24 May 2025, by submitting the following documents via email to osiedle.studenckie@pk.edu.pl:

- an application of a CUT student - Template no 1
- an application of the partner - Template no 1 for CUT students or Template no 3 for students from other universities, along with a current certificate confirming student status, or Template no 3 for non-students.

The subject line of the email should include the word "APARTAMENT."

The allocation of placements in CUT SHRs will be decided on a first-come, first-served basis.

Available placements:

- SHR-1 (5 double apartments with a kitchenette and bathroom, numbers: 111, 211, 311, 411, 511)
- SHR-1 (5 Premium double apartments with a kitchenette, bathroom, and air conditioning, numbers: 611, 711, 811, 911, 1011)
- SHR-2 (1 double apartment with a kitchenette and bathroom, number 115)
- SHR-4 (5 double apartments with a kitchenette and bathroom, numbers: 617, 717, 817, 917, 1017)

9.1. Partners who have the status of a CUT student must pay a deposit of 700 PLN to the provided individual bank account number within 7 days of the date the CUT SHCM sends information about the allocation of a placement in the CUT SHR. The deposit will count towards the rent for October 2025.

9.2. Partners who do not have the status of a CUT student must pay a deposit of 756 PLN (including VAT) to the provided individual bank account number within 7 days of the date the CUT SHCM sends information about the allocation of a place in the CUT SHR. The deposit will count towards the rent for October 2025.

10. Single parents who have the status of a CUT student or CUT doctoral student may apply for a place in a CUT SHR by submitting an application (Template no 1) via email to osiedle.studenckie@pk.edu.pl from 9 June 2025 to 31 August 2025, along with a scan of the child's birth certificate.

Available placements:

- SHR-4 (4 placements in single rooms) from 1 October 2025 to 30 June 2026.
These are rooms: 622/623, 632/633.

The allocation of placements in the CUT SHR will be based on the order of submission of the complete set of documents and the absence of any rent arrears (applies to current residents of CUT SHRs).

11. CUT graduates of the academic year 2024/2025 can submit applications (Template no 3) for a placement in a CUT SHR for the academic year 2025/2026 to the CUT SHCM starting from 7 July 2025, provided that the CUT SHCM has available placements.

These individuals must pay a deposit of 756 PLN (including VAT) within 7 days of the date of submitting the application for a placement. The deposit will be credited towards the rent for October 2025.

12. Resignation from an allocated placement in a CUT SHR is done by a written request from the student to cancel the reservation (submitted via email to osiedle.studenckie@pk.edu.pl).

In the case of resignation from the allocated placement in the CUT SHR or failure to report for check-in within the specified time limit, the CUT SHCM does not refund deposits, except as provided for in Chapter VIII Art. 2(3) of the CUT SHC Regulations.

Art. 5

Time schedule for check-in and price list for placements in Student Halls of Residence for the academic year 2025/2026

1. The time schedule for check-in in CUT SHRs for the academic year 2025/2026:

Winter semester:

25 Sept. 2024 (Thursday)	from 8:00 till 15:00
26 Sept.2024 (Friday)	from 8:00 till 15:00
27 Sept.2024 (Saturday)	from 8:00 till 15:00
29 Sept.2024 (Monday)	from 9:00 till 14:00
30 Sept.2024 (Tuesday)	from 8:00 till 15:00
01 Oct. 2024 (Wednesday)	from 8:00 till 15:00
02 Oct. 2024 (Thursday)	from 8:00 till 15:00

Summer semester:

19 Feb. 2026 (Thursday)	from 8:00 till 14:00
20 Feb. 2026 (Friday)	from 8:00 till 14:00

23 Feb. 2026 (Monday) from 8:00 till 14:00
 24 Feb. 2026 (Tuesday) from 8:00 till 14:00

The individual who has been allotted a placement in a CUT SHR checks into the Student Hall of Residence they selected at the reservation stage.

Student Hall of Residence no 1 3 Skarżyńskiego Str. tel. 12 648-25-91
 Student Hall of Residence no 2 5 Skarżyńskiego Str. tel. 12 648-26-72
 Student Hall of Residence no 3 7 Skarżyńskiego Str. tel. 12 648-25-54
 Student Hall of Residence no 4 9 Skarżyńskiego Str. tel. 12 647-08-13

2. A student is required to prepare the following for the check into a CUT SHR for the academic year 2025/2026:

- a) an ID card, and for foreign students, a passport or another document confirming identity along with a valid residence visa (not applicable to EU citizens and Ukrainian citizens who arrived in Poland after 24 February 2022 due to the armed conflict in the territory of this country and hold a decision awarding them a PESEL number with the annotation UKR)
- b) a photo for the resident card in both paper and digital formats
- c) 30 PLN per day (for CUT students and doctoral students) and 40 PLN per day (for other individuals) if the check-in for the academic year begins before 1 October 2025 (payment in advance to the management of the given Student Hall of Residence).

3. A student who fails to report for check-in at the CUT SHR according to the specified time schedule forfeits the right to reside there.

Students who cannot check in within the specified schedule due to important reasons are required to obtain written consent from the CUT SHCM for a later check-in by 22 September 2025 at the latest. The final check-in deadline is 27 October 2025. Requests for postponement of the check-in deadline may be submitted via email to: osiedle.studenckie@pk.edu.pl.

If approved by the CUT SHCM, the applicant requesting an extension of the check-in deadline will be obliged to pay the full rent for October 2025 (minus the deposit paid) upon check-in.

4. The amount of rent for a placement in a CUT SHR

The rent for a placement in a CUT SHR varies for individual Student Halls of Residence according to the type of room (single/double/triple/apartment, LUX), standard, and furnishings. The rent is paid into an individual student's account (in compliance with their course of study), with the payment correctly registered as rent for the Student Hall of Residence only if the payment reference in the bank transfer is stated as "DS".

**PRICE LIST FOR CUT STUDENTS AND DOCTORAL STUDENTS (monthly rent for 1 placement)
 applicable from 01 Oct. 2025 to 30 June 2026**

Room type	SHR-1	SHR-2		SHR-3		SHR-4
		COMFORT	LUX	STANDARD	COMFORT	
single room	915,00 PLN	915,00 PLN	1050,00 PLN	---	915,00 PLN	---
double room	590,00 PLN	590,00 PLN	740,00 PLN	500,00 PLN	560,00 PLN	620,00 PLN
triple room	---	---	---	450,00 PLN	---	---
double apartment	900,00 PLN	---	---	---	---	---
double Premium apartment	1 050,00 PLN	---	1 250,00 PLN	---	---	1 500,00 PLN

GROSS PRICE LIST (INCLUDING VAT) FOR OTHER INDIVIDUALS, i.e. WHO DO NOT HAVE THE STATUS OF CUT STUDENT OR DOCTORAL STUDENT (monthly rent for 1 placement) applicable from 01 Oct. 2025 to 30 June 2026

Room type	SHR-1	SHR-2		SHR-3		SHR-4
		COMFORT	LUX	STANDARD	COMFORT	
single room	1000,00 PLN	1000,00 PLN	1 200,00 PLN	---	1000,00 PLN	---
double room	750,00 PLN	750,00 PLN	900,00 PLN	700,00 PLN	750,00 PLN	800,00 PLN
triple room	---	---	---	650,00 PLN	---	---
double apartament	1050,00 PLN	---	---	---	---	---
double Premium apartament	1 250,00 PLN	---	1 450,00 PLN	---	---	1 700,00 PLN

In the period from 30 June 2025 to 01 Oct. 2025, the price list for temporary accommodation will be applicable.

5. CUT students and doctoral students may apply for an exemption from the fees mentioned in point 4 if
- they actively contribute to the development and promotion of Cracow University of Technology (in particular, they are active in student or doctoral associations, as well as in other student and doctoral organizations);
 - have achieved high sports results in the academic year in which the application for exemption from fees is submitted or in the academic year preceding the submission of the application, confirmed by medals won at national and international competitions;
 - have experienced exceptional random events (such as theft, flood, fire, severe illness of the applicant, or an unfortunate accident suffered by the applicant, death of the applicant's closest family member, severe illness or unfortunate accident suffered by the applicant's closest family member) in the 3 months preceding the submission of the application, for which they did not receive any financial assistance from the scholarship fund.

The interested student/doctoral student submits the application for exemption from fees to the Vice-Rector for Student Affairs. The application includes the proposed period of exemption from the fee. The application is accompanied by an opinion from either the CUT SAP or the University Council of Doctoral Students' Association (in cases mentioned in points a) and c)) or an opinion from the CUT ASA (in cases mentioned in point b)). The Vice-Rector for Student Affairs decides on the period of exemption from the fee. The amount of exemption is covered from the funds at the disposal of the Vice-Rector for Student Affairs.

Art. 6

Other fees applicable in the academic year 2025/2026

- 25 PLN – issuance of a magnetic resident card (payable at check-in) or issuance of a mobile card for the Access Control System (ACS). This applies to residents who do not have a plastic student ID card.

Art. 7
Other provisions

1. Submitting documents to the CUT SHCM is to be done by email to osiedle.studenckie@pk.edu.pl. In exceptional situations, documents can be submitted in person or through another person authorized in writing (authorization in compliance with Template no 4) at the CUT SHCM office, located in SHR-2, room 05, at 5 Skarżyńskiego Street, on working days from Monday to Friday, between 8:00 AM and 2:00 PM.
2. All comments regarding the allocation of placements in the Student Halls of Residence of Cracow University of Technology for the academic year 2025/2026 should be directed in writing (appeal in compliance with Template no 5) to the CUT SHCM (to be reviewed by the Head of the Student Housing Complex after consultation with the SHCC). Appeals against the decisions of the Head of the Student Housing Complex can be made to the Vice-Rector for Student Affairs.

Applicable to persons who are students of CUT

**Application
for a placement in a Student Hall of Residence of Cracow University of Technology
in the academic year 2025/2026**

Surname *(in capital letters)*

First names *(in capital letters)*:

Student registration number

PESEL number

Foreign national: YES NO

Permanent residence address:
 postal code and city/town/village street,
 house no, flat no

Telephone no for contact **e-mail address**

University

Faculty

Study programme : first cycle / second cycle / third cycle / Doctoral School *(delete if not applicable)*

Year of studies.....

Programme / discipline

Virtual account number

Deadline for completing the last semester of studies

(applicable only to students in the last year of studies)

Status: student
 doctoral student
 a person who has completed the last year of studies
 graduate
 other

I am applying for a placement in a Student Hall of Residence of Cracow University of Technology for the period from to; I declare that I have familiarized myself with the Regulations of the Student Housing Complex and undertake to pay the fees for the Student Hall of Residence on time by the 15th day of each month (student, doctoral student) or by the 5th day of each month (person who has completed the last year of studies, graduate, other persons); the date of crediting to the CUT account shall be decisive.

Pursuant to Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, I have been informed that:

- 1) the administrator of my personal data is Cracow University of Technology, with its seat at 24 Warszawska Street, 31-155 Kraków, email address: kancelaria@pk.edu.pl;
- 2) contact with the Data Protection Officer at Cracow University of Technology is possible via email to iodo@pk.edu.pl and phone number 510 894 675;
- 3) my personal data will be processed for the purpose of check-in, residing in the CUT Student Halls of Residence, and payment of fees;
- 4) my personal data will be processed under Article 6(1)(c) of the General Data Protection Regulation (GDPR), and in particular under:
 - the Act of 20 July 2018, Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
 - Regulation no 82 of the Rector of CUT of 14 December 2017 on the introduction of clerical and archival regulations at Cracow University of Technology;
 - the Act on Population Records (Journal of Laws of 2021, item 510, as amended), the Act on Accounting (Journal of Laws of 2021, item 217, as amended);
- 5) my personal data will be stored for the period of my residence in a Student Hall of Residence and for the period resulting from the provisions of the laws on the national archival resources and archives, as well as accounting regulations;
- 6) I have the right to access my data, rectify, delete, restrict processing, transfer data, object, withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
- 7) I have the right to lodge a complaint with the President of the Personal Data Protection Office (PPDPO) if I believe that the processing of my personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;
- 8) providing my personal data is a statutory requirement/condition of the contract;
- 9) no automated decision-making process is involved in the processing of the provided personal data.

Kraków, on
Applicant's signature

Information on allocating a placement in a CUT SHR

A placement in CUT SHR no has been allocated for the period from to

.....
Signature of the SHCM employee

Applicable to persons admitted to the first year of studies or to the CUT Doctoral School

**Application
for a placement in a Student Hall of Residence of Cracow University of Technology
in the academic year 2025/2026**

Surname *(in capital letters)*

First names *(in capital letters)*:

PESEL number

Foreign national: YES NO

Permanent residence address:

postal code and city/town/village

street, house no, flat no

Telephone no for contact

E-mail address

University

Faculty

Study programme : first cycle / second cycle / CUT Doctoral School *(delete if not applicable)*

Programme / discipline

Virtual account number

I am applying for a placement in a Student Hall of Residence of Cracow University of Technology for the period from to; I declare that I have familiarized myself with the Regulations of the Student Housing Complex and undertake to pay the fees for the Student Hall of Residence on time by the 15th day of each month (the date of crediting to the CUT account). I hereby declare that I have completed all the formalities related to admission to the first year of studies in the programme and faculty indicated in the application.

Pursuant to Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, I have been informed that:

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Kraków, on
Applicant's signature

Information on allocating a placement in a CUT SHR

A placement in CUT SHR no has been allocated for the period from to

.....
Signature of the SHCM employee

Applicable to persons who are not students of CUT

**Application
for a placement in a Student Hall of Residence of Cracow University of Technology
in the academic year 2025/2026**

Surname *(in capital letters)*

First names *(in capital letters)*:

Date of birth **Place of birth**

Father's first name **Mother's first name**

Foreign national: YES NO **Gender:** Female Male

PESEL number **Series and no of the identity card**

(applicable to individuals holding Polish citizenship)

Series and no of passport

(applicable to foreign nationals)

Permanent residence address:
postal code and city/town/village

street, house no, flat no

Telephone no for contact **E-mail address**

University

Faculty

Study programme : first cycle / second cycle / third cycle / Doctoral School *(delete if not applicable)*

Year of studies.....

Status: student
 doctoral student
 a person who has completed the last year of studies
 graduate
 other

I am applying for a placement in a Student Hall of Residence of Cracow University of Technology for the period from to; I declare that I have familiarized myself with the Regulations of the Student Housing Complex and undertake to pay the fees for the Student Hall of Residence on time by the 15th day of each month (student, doctoral student) or by the 5th day of each month (person who has completed the last year of studies, graduate, other persons); the date of crediting to the CUT account shall be decisive.

- Pursuant to Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, I have been informed that:
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 - 8) providing my personal data is a statutory requirement/condition of the contract;
 - 9) no automated decision-making process is involved in the processing of the provided personal data.

Kraków, on
Applicant's signature

Information on allocating a placement in a CUT SHR

A placement in CUT SHR no has been allocated for the period from to

.....
Signature of the SHCM employee

AUTHORIZATION

I,, PESEL no,
 (first name and surname)

residing in, authorize
 (address of residence)

....., PESEL no,
 (first name and surname)

residing in
 (address of residence)

to submit on my behalf the *Application for a placement in a CUT Student Hall of Residence*.

Pursuant to Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, I have been informed that:

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- 8) providing my personal data is a statutory requirement/condition of the contract;
- 9) no automated decision-making process is involved in the processing of the provided personal data.

Kraków, on
 (date)

.....
 (signature)

.....
(first name and surname)

Kraków, on
(date)

.....
(faculty, year of studies)

.....
(address of residence)

.....
(telephone no)

APPEAL

I kindly request reconsideration of my application for allocation of a placement in Student Hall of Residence no of Cracow University of Technology, situated in str. in Kraków.

The reasons for my appeal are as follows:

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.....

Pursuant to Article 13(1) and (2) of the General Data Protection Regulation (GDPR) of 27 April 2016, I have been informed that:

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 - the Act on Population Records (Journal of Laws of 2021, item 510, as amended), the Act on Accounting (Journal of Laws of 2021, item 217, as amended);
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- 7) I have the right to lodge a complaint with the President of the Personal Data Protection Office (PPDPO) if I believe that the processing of my personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;
- 8) providing my personal data is a statutory requirement/condition of the contract;
- 9) no automated decision-making process is involved in the processing of the provided personal data.

.....
(signature)