

SERVICES REGULATIONS

JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN (Part devoted to student residence halls)

Pursuant to Article 95 of the Act of 20 July 2018. Law on Higher Education and Science (consolidated text: Dz. U. [Journal of Laws] of 2023, item 742, as amended) and Clause 80(1) of the Statutes of the John Paul II Catholic University of Lublin, it is ordered as follows:

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PART II

STUDENT RESIDENCE HALLS AND STUDENT CANTEEN OF THE CATHOLIC UNIVERSITY OF LUBLIN

CHAPTER SIX - STUDENT CANTEEN

Clause 24.

1. Students can benefit from boarding in the student canteen of KUL.
1. The use of the student canteen is chargeable according to the current price list.

CHAPTER SEVEN - STUDENT RESIDENCE HALLS

Clause 25.

1. Place in the Student Residence Hall of KUL, called hereinafter the SRH, shall be granted by Student Residence Halls Committee, hereinafter referred to as the SRHC.
2. The SRHC shall be appointed by the Deputy Rector responsible for student affairs by 15 June of the relevant academic year.
3. The SRHC consists of:
 - head of Student Residence Halls Administration Department, hereinafter referred to as Head of DADS, who acts as the chairperson;
 - SRH staff member, who acts as the secretary;
 - heads of the sections of DADS KUL;

- one representative of students appointed by the University Self-Government of the Students of KUL;
 - one representative of doctoral students appointed by the Council of Doctoral Students of KUL.
4. Representatives of the Councils of KUL SRHs Residents may be invited to the SRHC meetings.
 5. SRHC's decisions shall be taken by a simple majority of votes in the presence of at least half of the SRHC. Decisions shall be signed by the chairperson of the SRHC.
 6. Minutes from SRHC's meeting shall be drawn up and signed by the SRHC's chairperson and secretary.
 7. The SRHC's meeting shall be convened by the chairperson in accordance with the enrolment schedule for studies at the Catholic University of Lublin.
 8. During academic year SRHC's meetings shall be convened not less frequently than once a month. In the absence of new applications, the committee shall not be convened.

Clause 26.

1. A place in the SRH is awarded upon the student's application.
1. The student can apply for accommodation in the SRH for their spouse and their child.
2. Submitting an application consists of:
 - filling the application correctly on the web platform of the University;
 - timely approval of the application together with obligatory determination of the SRH chosen by the student.
3. Priority in the allocation of a place in the SRH is given to the students whose daily commuting to university would make studying impossible or substantially difficult and who are in a difficult financial situation, qualifying them for a maintenance grant under the Act - Law on Higher Education and Science. An additional criterion for assessing the legitimacy of the application is the particular situation of the entitled person, in particular orphanhood or disability or single parenting.
4. Persons wishing to take advantage of the priority rules for awarding a place in the SRH are required to attach a copy of their disability certificate to their application. Other priority details must be provided in the application.
5. While awarding place in the SRH the following factors shall be considered further sequentially:

- continuation of accommodation;
 - timely payment of fees in previous years;
 - date of submitting the application.
6. Foreign students can apply for a place in the SRH.
 7. Specimen of the application including statement on amount of income net at per member of is annexed to these Regulations.
 8. Deadlines for the submission and consideration of applications for a place in the SRH shall be published no later than 14 days before the commencement of enrolment for the student residence halls.
 9. Information on award or refusal to award a place in the SRH shall be given only in electronic form via disclosing it on the personal account of the applicant in the information system of the Catholic University of Lublin.
 10. An applicant who has been granted a place in the SRH is required to confirm acceptance of a place in the SRH by paying a reservation deposit equal to the monthly amount due for the awarded place within a period specified in information on deadlines for the submission and processing of applications.

The deposit serves as security for any damage caused to the student residence hall or non-payment of the student residence hall rent. The deposit shall be refunded after the final check-out from the student residence hall in accordance with Clause 4 of the Regulations of the Student Residence Halls of KUL.

Details of the amount and method of payment are included in the notice of awarding a bed. Failure to make a payment by the specified deadline shall be deemed to be a cancellation of the awarded bed.

11. Once the payment referred to in paragraph 11 has been made, cancellation of an awarded place in SRH may be notified in writing or in person, not later than 7 days from the payment is made. Otherwise, the amount of the booking deposit is non-refundable.
12. A student who does not comply with the Regulations of the Student Residence Hall of the Catholic University of Lublin, the SRHC may refuse to award a place in the SRH for a following academic year on the basis of documented information to this effect, forwarded by the Head of the DADS Section to the SRHC Office prior to the SRHC meeting.
13. In case of a refusal to grant place in the SRH due to lack of free places the student may apply to be placed on a reserve list of those wishing to live in the SRH.

14. A place in the SRH is granted in accordance with the study commencement date of 1 October for a period of 9 months, except when the final year of study, in accordance with the study programme, lasts for one semester. In that case, the place is awarded from 1 October for a period 5 months. Should the course of studies start from the second semester a place in the SRH is granted from 15 February for a period of 4.5 months.
15. During academic year vacancies are allocated until the end of semester.

Clause 27.

1. Should there be vacancies, there is a possibility of accommodation of students from outside KUL.
 1. Individuals not having student status may live in the SRH.
 2. Vacancies in guest rooms may be made available in the SRH against payment.

Clause 28.

1. The amount of rent for a place in the SRH and for the use of other rooms in the SRH is determined by the Deputy Rector responsible for student affairs at the request of the Head of DADS on the basis of information on the financial standing of the SRH provided by the Bursar or the Deputy Bursar at the request of the Head of DADS and after consultation with the University Student Self-Government of the Catholic University of Lublin.
 1. Determination of the rent for a place in the SRH shall take place prior to the SRHC's meeting awarding places in the SRH for a given academic year. In justified cases, a change in fees may take place during the academic year.
 2. The deadlines for payment for a place in the SRH are set out in the Regulations of the Student Residence Halls of KUL.

Clause 29.

Accommodation of students takes place in accordance with rules described in the Regulations of the Student Residence Halls of KUL.

Clause 30.

1. The allocation of vacancies during the academic year shall take place in accordance with Clause 25.1. of these Regulations.

1. In situations not covered by these Regulations, the Regulations of the Student Residence Halls of KUL shall apply.

2. The provisions of Part II of these Regulations shall apply to other students at the Catholic University of Lublin, including students of the Centre of Polish Language and Culture, *mutatis mutandis*.