

**PROCEDURE FOR ACCOMMODATION IN DORMITORIES OF WROCLAW
UNIVERSITY OF SCIENCE AND TECHNOLOGY**

In order to introduce the rules of health protection for the employees of dormitories and persons accommodated in them, the following procedure concerning the rules of accommodation has been implemented:

1. The accommodation for each semester/whole academic year will be distributed to students via separate email from IRC system.
2. The date of accommodation (reservation of accommodation time) must be reported via the booking tab in the IRC system.
3. Checking in is possible during office hours only: 8.00 am. - 02.30 pm Monday to Friday.
4. Persons accommodated must report to the dormitory within the reserved time slot.
5. The students must have their own duvets, blankets, duvet covers, pillowcases and sheets.
6. If the deposit is not paid in advance (applies to first-year students and foreign students), the payment is made during the accommodation at the administration of the dormitory via a contactless terminal.
7. Rooms are allocated by the administration staff, taking into account the requests of the persons accommodated, if possible.
8. Change of the place in the student dormitory "person for person" should be notified by e-mail to the heads of the dormitories concerned by the exchange.
9. After signing the contract, it is not possible to make exchanges between dormitories.
10. Only inhabitants and employees of student dormitories may stay in them. It is not possible for other people to enter dormitories, including parents, wishing to help their children move in.
11. Letting people who are not inhabitants into the dormitories will be treated as exposing residents to loss of health or life with all its consequences (immediate eviction, reporting the incident to the disciplinary commission and notification of sanitary services).