Poznań, March 22, 2019

**ANNOUNCEMENT**

**regarding applications for places in a Student Dormitory in the academic year 2019/2020**

As the period of submitting and considering applications for places in Student Dormitories is approaching, I hereby notify interested parties that, as in the previous year, applications for places will be collected using functionalities of the USOSweb system, including the application module which, as of last year, includes the *Wniosek o przyznanie miejsca w Domu Studenckim* [*Application for a place in a Student Dormitory*]. Therefore, I hereby announce that applications submitted on forms other than those provided by the USOSweb system will not be accepted.

The system will be launched in May. Students will be informed about its launch and the timetable of procedures in a separate communication. Places in Student Dormitories will be granted from a unified University pool in order to prevent different faculties applying different criteria when granting places, as was the case in the past. The criteria will include the applicant’s material status, the distance between their place of residence and the University, disabilities and preferences as to the place in a Student Dormitory, all indicated via the relevant functionalities of the electronic form generating applications.

The same principles as in 2018 will apply concerning evidence of the applicant’s material status. The application should have attached a declaration of income submitted when applying for a bursary in the academic year 2018/2019; however, it will be possible to update this declaration if the material status has changed due to the applicant losing or obtaining remuneration under the conditions stipulated in Article 3, items 23 and 24 of the Law of November 28, 2003, on family benefits (Dz. U. [Official Journal] of 2018, item 2220 with subsequent amendments). This issue is presented in the updated version of *Informacje dla osób ubiegających sie o przyznanie pomocy materialnej* [Information for persons applying for financial assistance], item 4(b) available from <http://dn.home.amu.edu.pl/studenci/rpms-2016/rpms-informacje.pdf>; the same file outlines the principles of documenting student material status.

According to the applicable principles, students applying for places in the academic year 2019/2020 are exempted from the requirement to attach complete documentation of their income to their applications, and their material status will be determined on the basis of their applications for financial assistance, and in particular on the basis of their previously submitted *Oświadczenie o dochodach* [Declaration of income] (obtained in 2017); the printouts of this declaration should be attached to the *Wniosek o przyznanie miejsca w Domu Studenckim* [*Application for a place in a Student Dormitory*] which has been generated, registered and submitted (as is the case of applying for a bursary). However, this does not mean that students whose situation has changed cannot update their data: the University and its Economic Committees of the first degree are obliged to accept applications with updated information if a change to a student’s material status is caused by circumstances provided for in Article 3, items 23 and 24 of the Law on family benefits.

In order to have their details updated, students should request the Dean’s Office to change the status of their declaration of income to *Cofnięty do poprawy* [Withdrawn to be corrected] (the coordinator chooses the option *Pozwól na aktualizację* [Permit update]). Having updated the declaration, students should register the declaration, print it out and submit it at the Dean’s Office alongside the application and documents evidencing the need to update the information.

Students who have not applied for benefits are required to submit their *Oświadczenie o dochodach* [Declaration of income] (obtained in 2017, including possible loss of income) through the USOSweb system, register it, print it out and submit it alongside documents confirming the students’ material status and the *Wniosek o przyznanie miejsca w Domu Studenckim* [*Application for a place in a Student Dormitory*] which has been generated, registered and printed out. Failure to submit applications accompanied by attachments related to material status, or incomplete applications, will result in the withdrawal of the application and declaration to be corrected; until corrected documents are submitted, the application is considered not to have been submitted and is not processed. Students are therefore recommended to become familiar with the *Informacje dla osób ubiegających sie o przyznanie pomocy materialnej* [Information for persons applying for financial assistance] pdf file available both from USOSweb/Dla wszystkich/Wnioski, and directly from the University’s website https://usosweb.amu.edu.pl/Instrukcja\_skladania\_oswiadczenia\_o\_dochodach.pdf.

In the procedure of processing applications and granting places, the material status of applicants and the timely submission of applications will be essential (and sometimes decisive). This also pertains to students with disability certificates, whose needs will be considered under general principles (income/person), albeit taking into consideration their specific situation. The University’s Economic Committee will consider the applications of persons who failed to meet the economic criterion (income/person), taking into account their individual circumstances, in the appeals procedure.

Within the timeframe set in the timetable, a student will be automatically notified of being granted a place by a relevant annotation in their USOS profile.

Places in the Student Dormitory indicated by the applicants will be granted on the basis of technical capacity and position in the eligibility procedure, taking into consideration preferences indicated in the application.

The students will be notified of the deadline to submit applications and declarations of income (as well as the documents on the basis of which the declaration is submitted – this pertains to updated declarations and declarations submitted for the first time) in a separate communication. Nevertheless, students should already begin to update their declarations of income if need be.

**NOTE:** Students in the third year of first-cycle/BA studies who intend to continue their education in second-cycle/MA studies may submit their applications in the spring round before they complete their first-cycle/BA studies.

Dr Przemysław Rachowiak

Rector’s Plenipotentiary for Financial Assistance