

Announcement No 15/2025
of the Rector of the Poznań University of Economics and Business
25 of April 2025

**on applying for a place in hall of residence for the academic year of 2025/2026 by students and PhD students
of the Poznań University of Economics and Business**

Pursuant to Art. 104 and 211 of the Act of 20 July 2018 regarding Science and Higher Education (that is Journal of Laws from 2024, item 1571 as amended) and § 6.2 of the Regulations on benefits for students of the Poznań University of Economics and Business introduced by the Ordinance No 65/2024 of the Rector of PUEB of 10 September 2024, I shall introduce the following criteria and rules for considering applications for a place in halls of residence for the academic year of 2025/2026:

1. Students and PhD students of PUEB accommodated in the following halls of residence: Atol, Dewizka, Feniks, expressing their will to be accommodated therein also in the academic year of 2025/2026, who have neither violated the order regulations concerning halls of residence nor are in arrears with their residence fees, as well as students and PhD students who not currently occupying a place in a PUEB hall of residence expressing a will to be accommodated therein, may apply for a place in a hall of residence for the academic year of 2025/2026, pursuant to the rules contained in item 2-6 of hereby Announcement.
2. Reservation of places in individual halls of residence shall be made on the basis of a valid application for a place in a hall of residence submitted in an electronic manner, taking into consideration the order in which the applications are submitted. The number of places in the dormitories is limited, therefore some of the applications will be rejected. The only criterion awarding a place in a student residence hall is the order in which applications are submitted.
3. Students and PhD students interested in being accommodated in a PUEB hall of residence during the academic year of 2025/2026 should submit an electronic application for a place in a hall of residence via the USOSweb website, under: for everyone - applications - applying for a hall of residence. Instructions for completing an application form shall constitute an annex to hereby Announcement.
4. **Applications for a hall of residence should be submitted from 01st of July 2025, 10:00 a.m. (first day for accepting applications) to 03rd of July 2025, 11:59 p.m. (last day for accepting applications).**
5. Applications for a hall of residence shall be considered by 07 July 2024. Information on the results shall be made available individually for each student **and PhD student** online on the USOSweb page, under: applications – applying for student a hall of residence (with one’s application status changed to ‘reviewed’) – details.
6. **Having been allocated a place in a hall of residence, each student and PhD student shall be required to confirm the acceptance of their allocation between 07 July and 08 July 2025, with the use of electronic form through USOSweb, under: applications – application for a hall of residence - confirm.**
7. **Failure to confirm the acceptance of their allocation by the specified date shall be tantamount to resigning from a place in a hall of residence and result in a student or PhD student being refused a place in a hall of residence. That place in a hall of residence will be pass on to another student or PhD student.**
8. Before being accommodated **in a hall of residence**, a student and PhD student shall be obliged sign a contract for the use of a hall of residence introduced by the administration of a given hall of residence. The contract will be signed in the administration of a hall of residence.,
9. Failure to sign such contract by 8 October 2024 shall result in expulsion student or PhD student from the student residence list. Contracts can be signed at the administration office of a given hall of residence. The aforementioned deadline (the expiry date for a referral from USOSweb) can be changed by the student and PhD student through the USOSweb system. However, this shall not lead to a change in the fee due from October 2025.

10. The rules shall not apply to first-year students commencing their programme of study in the academic year of 2025/2026 – the conditions of applying for a place in a hall of residence for that particular group of students shall be regulated by a separate announcement.
11. The whole correspondence during the recruitment process on applying for a place in hall of residence, also the asking about confirmation or correcting or completing of the application will be sent only to e-mail addresses allotted to each student and PhD student by PUEB. Students and PhD students applying for a place in a dormitory are obliged to check e-mail regularly and bear all the risks associated with failing to fulfil the above obligation.