

**Complete wording of
Rector's Directive
No. 3/2017-SR
of 30 June 2017**

**The Rules for the Allocation of Accommodation to Students
in Accommodation Facilities of
the Slovak University of Technology in Bratislava**
as amended by Amendment No. 1 of September 06, 2018, and
Amendment No. 2

Date: 21 January 2020

Slovak University of Technology in Bratislava, Vazovova 5, Bratislava

The Rector of the Slovak University of Technology in Bratislava in accordance with Article 10 (3) of the Rector's Directive No. 4/2013-SR of October 3, 2013 Rules for issuing Internal Regulations at the Slovak University of Technology in Bratislava

i s s u e s

**Complete wording of Rector's Directive No. 3/2017-SR of 30 June 2017
The Rules for the Allocation of Accommodation to Students in Accommodation Facilities
of the Slovak University of Technology in Bratislava
as amended by Amendment No. 1 of 6 September 2018 and Amendment No. 2 of 21 January 2020 :**

In Bratislava 30 June 2017
Number: 3/2017-SR

The Rector of the Slovak University of Technology in Bratislava in accordance with Article 3 paragraph 1 letter b) of Rector's Directive No. 4/2013-SR Rules for issuing Internal Regulations of the Slovak University of Technology in Bratislava, in conjunction with Article 11 paragraph 4) letter a) of the Internal Regulation of STU No. 15/2008-N Organizational Regulations of the Slovak University of Technology in Bratislava as amended by its Amendments 1 to 6

issues

the following Rector's Directive

**RULES FOR THE ALLOCATION OF ACCOMMODATION TO STUDENTS
IN ACCOMMODATION FACILITIES OF THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA:**

**PART ONE
GENERAL PROVISIONS**

**Article 1
Introductory provisions**

- 1) The Rector's Directive "Rules for the allocation of accommodation for students in accommodation facilities of the Slovak University of Technology in Bratislava" (hereinafter referred to as the "Directive") regulates the rights and obligations of the Slovak University of Technology in Bratislava (hereinafter referred to as "STU") as the accommodation provider and the rights and obligations of students as accommodated persons in the accommodation facilities of STU in the administration of the Special purpose facilities Student houses and canteens of STU (hereinafter referred to as "SPF SHaC").
- 2) Rules for the allocation of accommodation to students in accommodation facilities owned by STU under the authority of the Faculty of Materials Science and Technology of STU (hereinafter referred to as "MTF") may be issued, amended and supplemented by the Dean of MTF; while he/she is required to comply with the principles laid down in this Directive.
- 3) This Directive regulates the accommodation of:
 - a) students with their permanent residence in the Slovak Republic (hereinafter referred to as "SR") who **study bachelor's, engineer's and master's programs at STU** in the full-time study

- with the attendance method of performing educational activities¹ (hereinafter referred to as an "STU student")
- b) students with their permanent residence in the SR studying **doctoral study programs at STU** in the full-time study with the attendance method of performing educational activities¹ (hereinafter referred to as a "STU doctoral candidate"),
 - c) students **with special needs**² studying bachelor's, engineer's, master's or doctoral programs at STU (hereinafter referred to as an "STU student with special needs"),
 - d) **foreign students** with their permanent residence outside the SR (hereinafter referred to as a "foreign student"),
 - e) **students from other universities** with their permanent residence in the SR (hereinafter a "student of another university").
- Together, the persons referred to in a) to e) of this paragraph also as a "student" or "accommodated person" unless this is in direct conflict with the meaning and purpose of the specific provision of this Directive.
- 4) The accommodation of persons other than students in accommodation facilities of SPF SHaC is regulated by a special internal regulation of STU.³
- 5) Act No. 305/2013 Coll. on the Electronic form of the exercise of powers by public authorities and on the Amendments and Supplements to Certain Acts (Act on e-Government), as amended relates to the provisions of this Directive, which govern the method of delivery.

Article 2 Definitions of terms

For the purposes of this directive:

- 1) **STU student** under Article 1 paragraph 3) letter a) of this Directive means
 - a) a candidate admitted to the first year of a bachelor's, engineer's or master's program at STU (hereinafter also referred to as "1st year student"),
 - b) a STU student who continues to study a bachelor's, engineer's or master's study program at STU (hereinafter referred to as a "continuing student").
- 2) **Doctoral candidate of STU** under Article 1 paragraph 3) letter b) of this Directive means
 - a) a candidate admitted to the first year of a doctoral study program at STU (hereinafter referred to as "1st year doctoral candidate"),
 - b) a STU doctoral candidate who continues in a doctoral study program at STU (hereinafter also referred to as a "continuing doctoral candidate").
- 3) **STU student with special needs** under Article 1 paragraph 3) letter c) of this Directive is a student with a lower limb physical disability.

¹ Section 60 par. 4 and 5 of Act No. 131/2002 Coll. on Universities and on Amendments and Supplements to Certain Acts as amended (hereinafter referred to as the "Act").

² Section 100 par. 4 and 5 of the Act.

³ Rector's Directive No. 9/2014-SR "Principles of accommodation of non-studying persons in accommodation facilities of the Slovak University of Technology in Bratislava", as amended by Amendment No. 1.

- 4) **Foreign student** according to Article 1 paragraph 3) letter d) of this Directive is a student studying a bachelor's, engineer's, master's or doctoral program at STU, including a student from another university who studies at STU within the framework of academic mobility⁴.
- 5) **STU accommodation facilities** are student houses owned by STU, including Hotel Akademik (hereinafter referred to collectively as "SH" unless this is in direct conflict with the meaning and purpose of a specific provision of this Directive).
- 6) **Accommodation** means the right of the accommodated person to use the accommodation during a transitional period under the agreed conditions.
- 7) Unless otherwise specified, an **accommodation space** means a room with one or more beds in a STU accommodation facility, designated to accommodate a particular accommodated person. At **SH Akademik**, the accommodation consists of several rooms with more than one bed and with fixtures and fittings.
- 8) **An applicant for accommodation** is a student who has submitted an application for the allocation of accommodation (hereinafter referred to as the "application") within the set deadline.
- 9) Unless otherwise provided in a specific provision of this Directive, where an "STU Faculty" is referred to, it is also understood as a "university workplace providing pedagogical activity", where "Dean" is mentioned, this is understood in relation to the university workplace providing the pedagogical activity "Rector" and where the "Vice-Dean" is mentioned, this means, in relation to the university teaching workplace, the "lead person responsible for the pedagogical activity of the university workplace in question"; all the terms are relevant in relation to the meaning of the provision in question, as long as the nature of the given provision does not contradict it.

Article 3

Rules for the allocation of accommodation

- 1) There is no legal entitlement to accommodation at SH; this is without prejudice to the entitlement of an STU student with special needs [Article 1 paragraph 3) letter c) of this Directive] to support services under a specific regulation⁵.
- 2) Unless otherwise provided for, temporary accommodation in SH is provided to a student for a period of one academic year⁶ but no later than until the end of the examination period (inclusive) in accordance with the binding schedule of the respective academic year declared by the Rector⁷ (hereinafter referred to as the "academic year schedule"), while the student must meet the conditions set out in this Directive. Temporary accommodation can be provided to a student repeatedly.
- 3) STU doctoral candidates and foreign students according to Article 1 paragraph 3 letter b) and d) of this Directive, may be provided temporary accommodation in the SH for the whole academic year⁶.
- 4) If a student who has been provided accommodation under paragraph 2 of this Article carries out professional practice defined in the study program⁸ in the period after the end of the examination period, he/she may also be provided accommodation during the holidays in accordance with the

⁴ Section 58a of the Act.

⁵ Decree of the Ministry of Education, Science, Research and Sport of the SR No. 458/2012 Coll. on the Minimum requirements of a student with special needs.

⁶ Section 61 of the Act.

⁷ Article 8 paragraph 5 of Internal Regulation of STU No. 4/2013 "Study Regulations of Slovak University of Technology in Bratislava".

⁸ Section 51 par. 2 of the Act.

academic year schedule within the meaning of paragraph 2 of this Article, for the necessary period of professional practice. The student demonstrates the period of professional practice through a certificate issued by the supervising workplace of the relevant faculty of STU.

- 5) The Rector, on the basis of a proposal of the STU Accommodation Board decides on the allocation of accommodation capacities for students in individual SH between the STU faculties for the academic year in question (hereinafter referred to as the "allocation of accommodation capacity"). The STU Accommodation Board is an advisory body of the Rector⁹.
- 6) Members of the STU Accommodation Board as referred to in (5) above shall be appointed by the Rector. The STU Accommodation Board is headed by the Vice-Rector for Education. Other STU Accommodation Board members are representatives of STU faculties nominated by the Dean of the relevant STU faculty, while each STU faculty is represented by two members, of which one member is the Vice-Dean (usually for education or study) and the other is a student representative of the particular Accommodation Board of the STU faculty. Members of the STU Accommodation Board also include representatives of SPF SHaC, a student representative proposed by the chairman of the student part of the Academic Senate (hereinafter referred to as "SPoAS") of STU, the university coordinator for students with special needs¹⁰, or other persons appointed by the Rector. The Accommodation Information System Administrator and the Integrator of the Academic Information System (AIS) may be invited to STU Accommodation Board meetings as required, unless they are members of the STU Accommodation Board.
- 7) The STU Faculty Accommodation Board operates at STU faculties (hereinafter referred to as "Faculty Accommodation Board"). Members of the Faculty Accommodation Board are appointed by the relevant Dean of the STU faculty. The Faculty Accommodation Board is led by the Vice-Dean of the STU faculty (generally for education or for study), the members of the Faculty Accommodation Board are employees and student representatives of the relevant STU faculty, while the student representatives shall be proposed by the SPoAC of the particular STU faculty.
- 8) The breakdown of accommodation capacities according to paragraph 5 of this Article is determined as follows:
 - a) accommodation capacity for STU doctoral candidates, for STU students with special needs, for foreign students and for students of other universities and other persons based on the Rector's decision, which are determined by the requirements of STU faculties is allocated from the total accommodation capacity designated for students (hereinafter referred to as the "allocation of accommodation capacity"),
 - b) after the allocation of accommodation capacity for the persons referred to in letter a) of this paragraph, the accommodation capacity for STU students is divided according to the Methodology of reallocation of accommodation capacity, according to which STU student accommodation capacity is determined by the average number of STU students permanently residing outside the capital city of Bratislava during the previous two academic years (including the current academic year) enrolled for study at individual STU faculties as of 31 October and 1 March.
- 9) In the event that following the decision of the Rector on the allocation of accommodation capacities according to paragraph 5 of this Article, one of the STU faculties will be required to increase the allocated accommodation capacity for STU doctoral candidates, or as the case may be for foreign students, the Dean of the relevant STU faculty is entitled, upon the proposal of the Faculty Accommodation Board, to decide on an increase of the allocated accommodation capacity for STU doctoral candidates, or as the case may be for foreign students [paragraph 8 letter a) of this Article],

⁹ Article 5 letter a) and Article 8 paragraph 3 of Internal Regulation of STU No. 15/2008-N "Organizational Regulations of the Slovak University of Technology in Bratislava", as amended by Amendments No. 1 - 6.

at the expense of the accommodation capacity reserved for STU students [paragraph 8 letter b) of this Article] allocated to the relevant STU faculty.

- 10) In the event that during the academic year the allocated accommodation capacity for STU doctoral candidates, or foreign students [paragraph 8 letter a) of this Article] is unfilled, the accommodation shall be reallocated for STU students in accordance with the Methodology for the reallocation of accommodation capacity between the relevant STU faculties under paragraph 8 letter b) of this Article.
- 11) Accommodation shall be allocated to STU students under Article 1 (3) (a) above on the basis of the "Criteria for the allocation of accommodation to STU students" (hereinafter referred to as the "Criteria") annexed hereto as Annex 1, which forms an inseparable part hereof.
- 12) If the STU faculty needs to adjust the criteria for its students in a more detailed manner based on its own needs, the Dean of the relevant STU faculty is entitled to issue the details of the criteria ("faculty criteria") upon the proposal of the Faculty Accommodation Board. The faculty criteria must be in accordance with the criteria set out in paragraph 11 of this Article and must be issued and published on the website of the relevant STU Faculty and in the Accommodation Information System according to paragraph 15 of this Article **by no later than 31 January** of the academic year preceding the academic year concerned, for which the accommodation will be allocated on the basis of the aforementioned criteria.
- 13) The criteria and the criteria of the Faculty referred to in paragraphs 11 and 13 of this Article govern the details of the compilation of the waiting list of STU students according to Article 1, paragraph 3 letter a) of this Directive, who asked for accommodation in SH, while in case of an inadequate amount of accommodation capacity according to paragraph 8 letter b) of this Article, the accommodation of STU students will be allocated on the basis of a waiting list.
- 14) The provisions of paragraphs 11 to 13 of this Article shall not apply to the allocation of accommodation to persons referred to in Article 1 paragraph 3) letter b) to e) of this Directive; the conditions for the allocation of accommodation to such persons are set out in more detail in Articles 8 to 11 of this Directive.
- 15) A student who is interested in being granted accommodation in SH is entitled to submit, within the specified period, an application for accommodation in electronic form through the Accommodation Information System, which is available on the STU website at: <https://ubytovanie.stuba.sk/> (hereinafter referred to as the "electronic application").

At this paragraph, the above entitlement does not apply to 1st year doctoral candidates who completed the previous degree of study outside of STU, to STU students with special needs, to foreign students and students from other universities, while the procedure for submitting applications for the allocation of accommodation for these persons is provided in more detail in Articles 8 to 11 of this Directive.
- 16) Details concerning the administration of the processes related to the accommodation of students may be issued by the Director of the SPF SHaC, by an internal regulation of the Director of SPF SHaC¹⁰, which will be binding for all STU faculties. At the same time, the director of SPF SHaC is also entitled to lay down the details of the reservation of accommodation through the Accommodation Information System, the deadlines, the conclusion of the accommodation agreements, etc. in an internal regulation of STU.
- 17) All instructions, criteria, internal regulations of the Director of the SPF SHaC, internal regulations of STU, sample forms of applications, accommodation contract agreement sample form, as well as

¹⁰ Article 4 paragraph 1) of the Internal Regulation of STU No. 1/2014-OP "Organization Regulations of special purpose facilities Student houses and canteens of the Slovak University of Technology in Bratislava", as amended by Amendments No. 1 and 2.

other documents in connection with the provision of accommodation to students in SH are published and regularly updated on the STU website at:

http://www.stuba.sk/sk/studentov/studentske-domovy-stu-v-bratislave.html?page_id=657.

All necessary information under the first sentence of this paragraph in connection with the provision of accommodation to foreign students in SH is prepared simultaneously in English and also published on the STU website at:

http://www.stuba.sk/english/foreign-students/accommodation.html?page_id=1316.

Article 4 Accommodation Regulations

- 1) Details of the rights and obligations of persons accommodated in SH in the administration of SPF SHaC are stipulated in the Accommodation Regulations¹¹.
- 2) The Accommodation Regulations are issued by the Director of SPF SHaC and published in accordance with Article 3 paragraph 17 of this Directive. In the case of accommodation facilities in the administration of MTF, the Accommodation Regulations are issued by the Dean of MTF.
- 3) The Accommodation Regulations are mandatory for all accommodated persons.
- 4) The interests of students accommodated in SH are represented by the Board of Accommodated Students (hereinafter referred to as "BAS").

Article 5 Accommodation Agreement

- 1) The rights and obligations of STU as the accommodation provider and the rights and obligations of the student as an accommodated person are regulated in the Accommodation Agreement, the current template of which is disclosed in accordance with Article 3 (17) above.
- 2) The Accommodation Agreement must always be in writing. In the case of foreign students, the Accommodation Agreement is prepared in a bilingual format, in addition to the Slovak language version, identical text in the English language is also prepared. In the event of confusion or contradiction, the text of the agreement in the Slovak language shall apply.¹²
- 3) The signing of accommodation agreements is governed by the provisions of the special internal regulation of STU¹³.

Article 6 Price list for student accommodation

- 1) The Price list for student accommodation, in accordance with the special internal regulation of STU¹⁴, is authorized on the basis of a proposal of the Director of SPF SHaC, to be issued, amended and supplemented by the STU bursar, while it is published in accordance with Article 3, paragraph 17 of this Directive.

¹¹ Internal Regulation of the SPF SHaC No. 3/2014 "Accommodation Regulations of Student Houses of the Slovak University of Technology in Bratislava in the Administration of Special purpose Facilities Student Houses and Canteens of the Slovak University of Technology in Bratislava" as amended by Amendment No. 1.

¹² Act No. 270/1995 Coll. on the State language of the Slovak Republic, as amended .

¹³ Rector's Directive No. 1/2013-SR "Signature Regulations of the Slovak University of Technology in Bratislava ".

- 2) Except as otherwise provided, the Price list for accommodation shown in this article is binding for all accommodated persons.
- 3) The Price list for accommodation in accommodation facilities owned by STU in the administration of the MTF may be issued, amended and supplemented by the person authorized to sign it; the signing of the Price list for accommodation at an MTF facility is governed by a special internal regulation of STU¹⁴.

PART TWO STU STUDENTS

Article 7 Rules for the allocation of accommodation for STU students

- 1) Accommodation in SH is only available to STU students under Article 1, paragraph 3 letter a) of this Directive, whose **permanent residence is outside the territory of the capital city of Bratislava**.
- 2) STU students who meet the requirement for the allocation of accommodation within the meaning of paragraph 1 of this Article are entitled to submit an **electronic application** via the accommodation information system within the stipulated deadline within the meaning of Article 3 paragraph 15 of this Directive.
- 3) STU students under paragraph 2 of this Article, after submitting an electronic application (hereinafter referred to as "applicants"), shall be assigned to the waiting list on the basis of the paragraph assessment obtained, taking into account the study results, the social and health status of the applicants and other facts in accordance with the criteria of Article 3 paragraph 11 of this Directive. Applicants, who are first year students, are classified in a separate waiting list.
- 4) Electronic applications are processed and the applicants waiting list is compiled using the Accommodation Information System in accordance with Article 3 paragraph 15 of this Directive.
- 5) Applicants reserve accommodation in SH through the Accommodation Information System within the deadlines published in the guidelines issued by SPF SHaC for the relevant academic year. Applicants, who are 1st year students, reserve accommodation after their enrolment to study in the relevant study program in a separate period of accommodation reservation.
- 6) An applicant is entitled, in accordance with the applicable criteria, to request an increase in the point assessment, taking other factors into account (hereinafter referred to as the "Request to increase the PA"). The Request to increase the PA is administered through the study / pedagogical department of the relevant faculty of STU (hereinafter referred to as "SD/PGD"), while the applicant shall also enclose documents substantiating the facts taken into account for increasing the paragraph assessment, in accordance with the criteria with the Request for increasing the PA. An increase in the paragraph assessment is decided by the person appointed by the Dean, upon a proposal of the Faculty Accommodation Board.
- 7) The decision on allocation of accommodation is to be made up to **15 September** of the relevant academic year by the Dean concerned or the person authorized by him/her upon the proposal of the Faculty Accommodation Board; from **16 September** of the relevant academic year the decision on allocation of accommodation for STU students is to be made by the Rector or the person appointed by him/her pursuant to the allocation of accommodating capacities as stated in Article 3 Clause 8 Letter b) of this directive, based on the established waiting list and pursuant to Article 3 Clause 13 of this directive.

**PART THREE
STU DOCTORAL CANDIDATES**

Article 8

Rules for the allocation of accommodation for STU doctoral candidates

- 1) Accommodation is provided only to STU doctoral candidates under Article 1 paragraph 3 letter b) of this Directive, whose **permanent residence is outside the territory of the capital city of Bratislava**.
- 2) STU doctoral candidates who meet the requirement for the allocation of accommodation within the meaning of paragraph 1 of this Article are entitled to submit an **electronic application** via the accommodation information system within the stipulated deadline within the meaning of Article 3 paragraph 15 of this Directive, with the exception of 1st year students who have completed their previous studies outside of STU.
- 3) 1st year doctoral candidates who have completed the first year of study outside of STU and are eligible for accommodation under paragraph 1 of this Article are entitled to submit a **written request** for accommodation, a sample form of which is provided in Annex 2 to this Directive as an integral part thereof and is published in accordance with Article 3 paragraph 17 of this Directive. The written application for accommodation is delivered through the SPF SHaC.
- 4) The Rector or the person authorized by him/her shall decide on the allocation of accommodation for doctoral candidates of STU in accordance with the division of accommodation capacities under Article 3 paragraph 8 letter a) of this Directive.

**PART FOUR
STU STUDENTS WITH SPECIAL NEEDS**

Article 9

Rules for the allocation of accommodation for STU students with special needs

- 1) STU Students with special needs according to Article 1 paragraph 3) letter c) of this Directive, who agree with the assessment of their special needs², are **preferably provided accommodation** in the barrier-free accommodation rooms of SH subject to the condition if **such a student's place of residence is further than 20 km from the place of study**⁵.
- 2) STU students with special needs, who meet the condition for the allocation of accommodation within the meaning of paragraph 1 of this Article are entitled to submit a **written request** for the allocation of accommodation, a sample form of which is provided in Annex 3 to this Directive as an integral part thereof and is published in accordance with Article 3 paragraph 17 of this Directive. The written application for the allocation of accommodation is delivered through the SPF SHaC.
- 3) Along with the written application for the allocation of accommodation of an STU student with special needs under paragraph 2 of this Article, the statement of the Dean of the relevant STU faculty and the faculty coordinator for students with specific needs at the relevant STU faculty is required.
- 4) The Rector or the person authorized by him/her shall decide on the allocation of accommodation for STU students with special needs in accordance with the division of accommodation capacities under Article 3 paragraph 8 letter a) of this Directive.

**PART FIVE
FOREIGN STUDENTS**

**Article 10
Rules for the allocation of accommodation for foreign students**

- 1) Foreign students according to Article 1, paragraph 3 letter d) of this Directive submit **a written application** for the allocation of accommodation, a sample form of which is provided in Annex 4 to this Directive as an integral part thereof and shall be published in accordance with article 3, paragraph 17 of this Directive. The written application for the allocation of accommodation is delivered through the SPF SHaC.
- 2) Details regarding the submission of written applications for the allocation of accommodation by foreign students are detailed in the Guidelines for the accommodation of foreign students (hereinafter referred to as the "guidelines"), which is authorized for the respective academic year to be issued by the Director of SPF SHaC¹¹. The guidelines are published in accordance with Article 3 paragraph 17 of this Directive.
- 3) The Rector or the person authorized by him/her shall decide on the allocation of accommodation for foreign students in accordance with the division of accommodation capacities under Article 3 paragraph 8 letter a) of this Directive.

**PART SIX
STUDENTS FROM OTHER UNIVERSITIES**

**Article 11
Rules for the allocation of accommodation for students from other universities**

- 1) The Rector or the person appointed by him/her decides on the allocation of accommodation to students from other universities under Article 1, paragraph 3 letter e) of this Directive, while accommodation in SH may be provided to students from other universities only in the case of free accommodation capacity for students under Article 3 paragraph 8 a) of this Directive.
- 2) The Rector may, in duly substantiated cases, decide otherwise than referred to in paragraph 1 of this Article.

**PART SEVEN
FINAL PROVISIONS**

**Article 12
Transitional provisions**

Criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava for the academic year 2017/2018 issued under the regulations effective until 30 June 2017 (inclusive) shall be considered as criteria issued in accordance with this Directive.

**Article 13
Cancellation provisions and effectiveness**

- 1) Any amendments and supplements to this Directive may be made only by numbered amendments thereto, issued and signed by the Rector.

- 2) The following Amendments are an inseparable part of this Directive:
 - a) Annex 1: Criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava
 - b) Annex number 2: A sample form of the "Application for the allocation of accommodation to doctoral candidates in accommodation facilities of the Slovak University of Technology in Bratislava"
 - c) Annex number 3: A sample form of the "Application for the allocation of accommodation to students with special needs in accommodation facilities of the Slovak University of Technology in Bratislava"
 - d) Annex number 4: A sample form of the "Application for the allocation of accommodation to foreign students in accommodation facilities of the Slovak University of Technology in Bratislava"
- 3) This Directive repeals the Internal Regulation of SPF SHaC STU No. 2/2014 "Principles for accommodation of students in student houses of the Slovak University of Technology in Bratislava in the Administration of Special purpose Facilities Student Houses and Canteens of the Slovak University of Technology in Bratislava" of 28.03.2014.
- 4) This Directive shall enter into force on the day of its signature and with effect from **1 July 2017**.
- 5) Amendment No. 1 of this Directive shall come into effect on 6 September 2018.
- 6) Amendment No. 2 of this Directive shall come into effect on 21 January 2020.

prof. Ing. Miroslav Fikar, DrSc.
Rector

Annex No. 1

to Rector's Directive number 3/2017 - SR of 30 June 2017
Rules for the allocation of accommodation to students in
accommodation facilities of the Slovak University of Technology in
Bratislava as amended by Amendment No. 1 of 06 September 2018
and Amendment No. 2 of 21 January 2020

Criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava

issued in accordance with Art. 3 (11) of Rector's Directive No. 3/2017-SR
Rules for the allocation of accommodation to students in accommodation
facilities of the Slovak University of Technology in Bratislava.

Article 1

Initial provisions

- (1) The criteria for allocation of accommodation to students of the Slovak University of Technology in Bratislava (hereinafter only the "Criteria") regulate details for the preparation of a waiting list of students of the Slovak University of Technology in Bratislava (hereinafter only the "STU") who applied for accommodation in STU's accommodation facilities, including student dormitories (hereinafter only the "SD") managed by STU Special-Purpose Facility of Student Dormitories and Canteens (hereinafter also the "SPF SDC"). If there is lack of beds to be allocated from the existing accommodation capacity, beds are allocated to students based on the ranking list prepared in accordance with the provisions hereof, and these criteria do not have an effect on the type of accommodation allocated in the student dormitories.
- (2) Wherever provisions hereof include the term "STU Faculty", it shall also mean the Institute of Management of the STU and the term "Dean" in reference to the Institute of Management of the STU shall also mean "the Rector".
- (3) For the purpose of these criteria:
 - a) **Student of STU** shall mean a student with permanent residence in the Slovak Republic (hereinafter only the "SR") attending a Bachelor's or Master's (Ing./MSc) study programme provided by the STU in full-time studies with the attendance method of education activities¹. The term "STU student" under the first sentence of this clause shall also mean an applicant admitted to the first grade of Bachelor's or Master's (Ing./MSc) study programmes taught at the STU.
 - b) **Period under consideration** shall mean the period from 1 June of the prior calendar year to 31 May of the current calendar year (inclusive).
 - c) **Appointed person** shall mean an employee appointed by the competent Dean of the Faculty.
- (4) A student of STU has no legal right to be provided with accommodation at a student dormitory.
- (5) The provisions of these Criteria shall not apply to STU students with specific needs², having a legal title to supporting services in accordance with Decree No. 458/2012 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the

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Sec. 60 (4) and (5) of Act No. 131/2002 Coll. on Universities, and on changes and amendments to certain acts, as amended (hereinafter only the "Act")

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Sec. 100 (4) and (5) of the Act

minimum entitlements of students with special needs. For the purpose of these Criteria, an STU student with specific needs shall mean an STU student with physical disabilities affecting the student's legs. Such STU students are **prioritised** and are provided with accommodation in barrier-free premises of the student dormitories, provided that the distance between the student's permanent residence and the place of study is more than 20 km.

Article 2

General principles

- (1) An applicant eligible for accommodation in student dormitories (hereinafter only the "Applicant") is an STU student, as defined in Article 1 (3) (a) hereof, who has filed an application for accommodation (hereinafter only the "Application"), and the permanent residence of the STU student is outside the territory of Bratislava City. The provision of the first sentence above also applies to a student attending the final grade of a Bachelor's study programme at STU, who has filed an application to any of the STU faculties to continue in a Master's study programme in the following academic year.
- (2) An application under Clause 1 above shall be filed in accordance with instructions from the Study Department or the Teaching Department of the faculty (hereinafter only the "SD/TD") by the deadline set forth by the appointed person at the proposal of the Accommodation Committee of the faculty (hereinafter only the "AC"). The application shall be supported by documentation reliably proving the facts which are taken into account for granting accommodation in accordance with these criteria, and/or further details required by the SD/TD.
- (3) Applications for accommodation are ranked in the waiting list depending on the achieved score, considering the applicants' study results, social situation and health and other factors in accordance with Articles 3 and 4 hereof.
- (4) Applications pursuant to clause 1 above are processed and the scoring of applicants under clause 3 above is made using the accommodation information system available at <https://ubytovanie.stuba.sk/>.
- (5) **An application under clause 1 of this Article is regarded as being filed only if the applicant approves, in accordance with the rules published by the SD/TD, the final score announced by the SD/TD.** The applicant shall approve the application also if he/she does not agree with the scoring and shall notify thereof the SD/TD study officer, who shall then check the applicant's score for correctness. If the applicant's objection is justified, the SD/TD study officer shall adjust the score to comply with these Criteria and shall inform the applicant of the outcome.
- (6) STU students are provided with accommodation from the accommodation facilities reserved for each of the STU faculties. As a rule, accommodation facilities for foreign students and for students in doctoral study programmes at the STU are determined separately based on requests received from each STU faculty in accordance with Article 3 Clause (8).

- (7) Candidates admitted to the first grades of Bachelor's, or Master's (MSc or Ing.) study programmes taught at the STU in accordance with Article 1 Clause (3) (a) hereof, **who have not studied at the STU in the past**, are provided with accommodation from the accommodation capacities reserved for 1st grade students, which has been determined with the aim of **satisfying most of the eligible applicants**. The AC of each STU faculty decides on the allocation of accommodation to candidates admitted to the first grades of Master's (MSc or Ing.) study programmes from the reserved number of beds. Provisions of the first and the second sentence of this clause do not apply to candidates admitted to the first grades of Bachelor's or Master's (MSc or Ing.) study programmes taught at the STU, who have already been enrolled at the same level of university studies at a university in the Slovak Republic, including STU; these applicants are provided with accommodation only in case of free accommodation capacity in the dormitories.
- (8) All necessary accommodation-related information for STU students and contact data for persons in charge (including telephone number and e-mail address) are available at the accommodation information system in accordance with clause 4 of this Article and on the websites of each STU faculty.

Article 3

Penalties

- (1) **An STU student, who, in the period under consideration, was dismissed from the student dormitory** owing to a violation of internal regulation No. 2/2018 of 30 July 2018 Accommodation Rules for Student Dormitories of the Slovak University of Technology in Bratislava under the administration of the Special-Purpose Facility of Student Dormitories and Canteens of the Slovak University of Technology in Bratislava (hereinafter only the "SD Accommodation Rules"), will be penalised for the accommodation allocation procedure by having their STU student's score earned in accordance with Article 4 clause 2 hereof **reduced by 150 points**.
- (2) **An STU student, who, in the period under consideration, violates the SD Accommodation Rules**, will be penalised for the accommodation allocation procedure by having their STU student's score earned in accordance with Article 4 clause 2 hereof **reduced by 25 points** for every proven breach of the SD Accommodation Rules.
- (3) **An STU student, who, in the period under consideration, is in delay with payment** in the amount equal to at least the minimum monthly accommodation fee will be penalised for the accommodation allocation procedure by having their STU student's score earned in accordance with Article 4 clause 2 hereof **reduced by:**
- a) **50 points**, if the payment is delayed for 15 - 30 working days,
 - b) **100 points**, if the payment is delayed for 31 - 60 working days.

Presentation of the list of STU students subject to penalization under this clause and the recommended reduction of scores is the responsibility of the competent operations manager of the dormitory.

- (4) An STU student, who is provided with accommodation in a student dormitory, shall check in within 5 working days from the accommodation allocation date, unless instructed otherwise by the SD. If an **STU student neither checks in by the specified deadline nor informs about the reason for their not checking in, the student will be excluded from the list of applicants** (Article 2 clause 3 hereof), and in the accommodation allocation procedure for the following year the student will be penalised by having his/her score earned in accordance with Article 4 clause 2 hereof **reduced by 100 points**.
- (5) The penalization under clause 4 above also applies accordingly to an STU student, who, in the period under consideration, was excluded from the list of applicants owing to their not checking in by the existing deadline and their not informing about the reason for not checking in.
- (6) An STU student, whose **commuting time** from the place of permanent residence to the place where the study programme is carried out, does not exceed 60 minutes, will be penalised in the accommodation allocation procedure by **a number of points (PEN)**, calculated as follows:

where MIN is the commuting time in minutes, taking into account all direct intrastate lines of public passenger transportation, excluding the city public transport (hereinafter only the "Line"). If there is no direct line, then taken into account shall be the lowest sum of commuting times using direct lines from the place of permanent residence to the place where the study programme is carried out.

- (7) If it is discovered that the STU student was also provided with accommodation from another university or that the student made the received accommodation available to other person, **then the student's accommodation will be cancelled with immediate effect and, in the future, the STU student will not be provided with any accommodation at the student dormitories**.

Article 4

Scoring

- The basis of the scoring is the score for study results pursuant to clause 2 of this Article, which can be reduced by penalization in accordance with Article 3 hereof and increased by points being added for other considered facts pursuant to clauses 3 through 8 of this Article. Increases to the score under clauses 3 through 7 of this Article are decided upon by the appointed person following the recommendation of the AC based on documents submitted by the STU student and reliably proven facts relevant for increasing the score (Article 2 clause 2 hereof).

- Study results

- a) When calculating the score for study results (hereinafter only the "Score"), results for all terms of the pending study, except for the final term (hereinafter only the "Defined Period"), are considered
 - b) The Score under clause a) above is calculated using the STU student's weighted study average (hereinafter only the "WSA") recorded in the academic information system (AIS) for the defined period, following the calculation method as defined in STU Study Rules³. The STU student's Score shall be calculated as follows:
- The Score earned pursuant to clause 2 above by a STU student who, in the period under consideration, **successfully represented STU or the STU faculty in sporting competitions**, can be **increased by**:
- a) **60 points**, if he/she ranked 1st – 3rd in sporting competitions outside STU (between universities in the Slovak Republic, in Europe or worldwide),
 - b) **45 points**, if he/she ranked 1st in sporting competitions between STU faculties,
 - c) **30 points**, in case of regular representation in sporting competitions between STU faculties or outside STU.
- The Score earned by a STU student pursuant to clause 2 of this Article can be increased considering the student's **health**; provided that the STU student submits a medical certificate issued by a **specialist** proving the existing condition which is to be considered. The medical certificate must be issued in the period under consideration. If the required medical certificate is not submitted by the specified deadline in accordance with Article 2 clause 2 hereof or if the submitted medical certificate is issued by a physician other than a competent specialist, then no account must be taken of the student's health condition. The validity of the consideration given to the student's health and the amount of increase of the Score is decided by the AC based on the submitted medical certificate. The STU student's Score can be **increased by**:
- a) **200 points**, in case of a seriously disabled STU student, who is a holder of an ID card of a seriously disabled person; excluding STU students with specific needs in accordance with Article 1 clause 5 hereof,
 - b) **100 points**, in case of an STU student with a very serious health condition,
 - c) **50 points**, in case of an STU student with a serious health condition,
 - d) **0 points**, in case of an STU student with a less serious health condition or an insufficiently proven health condition.
- The Score earned pursuant to clause 2 above by an STU student who, in the period under consideration, **donated blood, free of charge**, can be **increased by max. 10**

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Article 16 (6) of the STU Study Rules

points for each free donation of blood. The blood donation shall be proven by a donor card, and in total **not more than 3 free blood donations** may be taken into account, which means increasing the Score **by max. 30 points**.

- Provision can also be made for **other facts**, based on which the STU student's Score earned under clause 2 of this Article, can be increased **by max. 100 points**. The list of other facts to be considered by the faculty are approved by the Dean or a person appointed by the Dean following the AC's recommendation; the list is then established through the faculty's internal regulation which is issued based on the authorizing provision.
- If an STU student is **entitled to receive an orphan's pension**, provided that the fact is proven by a reliable document, the student's Score under clause 2 of this Article can be **increased by**:
 - o **50 points**, in case of an STU student who is a **half-orphan**,
 - o **100 points**, in case of an STU student who is an **orphan**.
- An STU student, to whom a **social scholarship**⁴ was provided in the current term, the Score earned under clause 2 of this Article can be **increased by 35 points**.
- If several STU students earn an equal Score after considering all facts in accordance with Article 3 hereof and clauses 2 through 8 of this Article, when deciding on the allocation of accommodation, the following facts will be considered, with the following priority:
 - o The number of points by which the Score is increased for entitlement to receive an orphan's pension under clause 7 hereof and for receiving a social scholarship under clause 8 of this Article,
 - o The number of points by which the Score is increased for health conditions under clause 4 of this Article,
 - o An earlier reservation date for accommodation.

Article 5 Remedies

- (1) An STU student to whom accommodation in student dormitories has not been granted shall have the right, owing to the existence of serious health or social reasons, to serve a notice of appeal against accommodation not being granted (hereinafter only the "Appeal"). The notice of appeal shall be addressed to the Dean or to the person appointed by the Dean and shall be served via the SD/TD within 8 days from the date when the information about the accommodation not being granted was announced via the accommodation information system (Article 2 clause 4 hereof). Appeals are decided

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Sec. 96 of the Act

by the Dean or a person appointed by the Dean after receiving the AC's opinion. No regard is taken of appeals served after expiration of the deadline.

- (2) Appellate procedure will be taken only if the facts are proven by documents reliably proving the facts relevant for granting accommodation hereunder.

Article 6

Final provisions

These Criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava come into force on the date of issue and become effective on 1 May 2019.

Annex No. 2

to Rector's Directive number 3/2017 - SR of 30 June 2017
Rules for the allocation of accommodation to students
in accommodation facilities of
the Slovak University of Technology in Bratislava
as amended by Amendment No. 1 of 6 September 2018 and
Amendment No. 2 of 21 January 2020

A sample form:

**Application for the allocation of accommodation to doctoral
candidates in accommodation facilities of the Slovak
University of Technology in Bratislava**

Annex No. 3

to Rector's Directive number 3/2017 - SR of 30 June 2017
Rules for the allocation of accommodation to students
in accommodation facilities of
the Slovak University of Technology in Bratislava
as amended by Amendment No. 1 of 6 September 2018 and
Amendment No. 2 of 21 January 2020

A sample form:

**Application for the allocation of accommodation
for a student with special needs in accommodation facilities
of the Slovak University of Technology in Bratislava**

Annex No. 4

to Rector's Directive No. 3/2017-SR of 30 June 2017
Rules for the allocation of accommodation to students
in accommodation facilities of
the Slovak University of Technology in Bratislava
as amended by Amendment No. 1 of 6 September 2018 and
Amendment No. 2 of 21 January 2020

A sample form:

**Application for the allocation of accommodation
for a foreign student in accommodation facilities
of the Slovak University of Technology in Bratislava**

Slovak University of Technology in Bratislava, Special purpose facilities Student Houses and Canteens
(hereinafter referred to as "SPF SHaC")

**Application for the accommodation of a foreign student in accommodation facilities
of the Slovak University of Technology in Bratislava**

| | |
|--|---|
| Name of student: | |
| Surname of student: | |
| Date of birth: | |
| Nationality: | |
| Permanent Address: | |
| Home university ¹ : | |
| AIS Identification number of student ² : | |
| Faculty of STU you will attend: | Class: |
| Existing accommodation at the hostel: | Room No.: |
| Residence permit till: | |
| Sex: | Male <input type="checkbox"/> Female: <input type="checkbox"/> |
| E-mail: | You will receive information if the accommodation is available to this e-mail. Keep this e-mail active. |
| Accommodation is requested for the period: | From: Till: |
| Stamp and signature of the responsible employee of the faculty of STU: | |

Term of delivery of the reservation form: 2 months before date of accommodation.

Please, complete the form legibly!

Date:

Signature of the student:

¹ Only applicable for a student studying within academic mobility (exchange study stay, internship, etc.).

² An applicant admitted to the first year fills in the registration No. of the application form to study at STU.