

Rector's Directive

No.: 7/2022 – SR

**Rules for the Allocation of Accommodation to Students
in Accommodation Facilities
of the Slovak University of Technology in Bratislava**

Date: 20 December 2022

In Bratislava, on 20 December 2022

No.: 7/2022-SR

The Rector of the Slovak University of Technology in Bratislava according to Article 3 paragraph 1 letter (b) of the Rector's Directive No. 4/2013-SR Rules for Issuing Internal Regulations at the Slovak University of Technology in Bratislava in conjunction with Article 5 letter (a) of the Internal Regulation of STU No. 15/2008-N Organisational Regulations of the Slovak University of Technology in Bratislava, as amended by Amendments No. 1 to 8

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 to 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 accommodation facilities of STU in the administration of the Special Purpose Facility - Student Houses and Canteens of STU (hereinafter also referred to as "the SPF SHaC").
- 2) The rules for the allocation of accommodation to students in accommodation facilities owned by STU and administered by the Faculty of Material Science and Technology of STU (hereinafter referred to as "MTF") may be issued, amended and supplemented by the Dean of MTF; in doing so, he/she is obliged to comply with the principles laid down in this Directive.
- 3) This Directive regulates 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 degree programmes provided by STU** in the full-time form of studies¹ and students with

¹ Section 60(2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act").

their permanent residence outside the Slovak Republic who **study bachelor's, engineer's and master's degree programmes provided by STU** in the full-time form of studies¹ **in the state language** (hereinafter referred to as "STU student") according to the rules laid down in [Article 7](#) of this Directive,

- b) students with their permanent residence in the Slovak Republic and students with their permanent residence outside the Slovak Republic who **study doctoral study programmes provided by STU** in the full-time form of studies¹ (hereinafter referred to as "STU doctoral student") according to the rules laid down in [Article 8](#) of this Directive,
- c) students **with special needs**² studying bachelor's, engineer's, master's or doctoral study programmes provided by STU (hereinafter referred to as "STU student with special needs") according to the rules laid down in [Article 9](#) of this Directive,
- d) **foreign students** with their permanent residence outside the Slovak Republic studying bachelor's, engineer's and master's degree programmes provided by STU in the full-time form of studies¹ **in a language other than the state language** (hereinafter referred to as "foreign student") according to the rules laid down in [Article 10](#) of this Directive,
- e) **students of other higher education institutions** with their permanent residence in the Slovak Republic and with their permanent residence outside the Slovak Republic (hereinafter referred to as "student of another HEI") according to the rules laid down in [Article 11](#) of this Directive.

hereinafter persons referred to in letters (a) to (e) of this paragraph also collectively referred to as "student" or "accommodated person", unless this is in direct conflict with the meaning and purpose of a specific provision of this Directive.

- 4) The accommodation of persons other than students in the accommodation facilities of SPF SHaC is regulated by a special internal regulation of STU³.
- 5) The Act No. 305/2013 Coll. on the Electronic Form of Exercise of Powers of Public Authorities and on Amendments and Additions 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** according to [Article 1](#) paragraph 3) letter (a) of this Directive is
 - a) an applicant admitted to the first year of a study programme (hereinafter also referred to as "the 1st year student"),

² Section 100(4) and (5) of the Act.

³ Rector's Directive No. 9/2014-SR "Principles of accommodation of non-students in accommodation facilities of the Slovak University of Technology in Bratislava" as amended by Amendment No. 1 and Amendment No. 2.

- b) an STU student who continues to study a study programme (hereinafter also referred to as "the continuing student"),
 - c) the 1st year student or the continuing student with special needs who has asked STU for the inclusion in the register of students with special needs and has consented to an assessment of his/her special needs, with the exception of a student with lower limb disability as defined in paragraph 3 of this Article.
- 2) **STU doctoral student** according to [Article 1](#) paragraph 3) letter (b) of this Directive is
 - a) an applicant admitted to the first year of a doctoral study programme (hereinafter also referred to as "the 1st year doctoral student"),
 - b) an STU doctoral student who continues in a doctoral study programme (hereinafter also referred to as "the continuing doctoral student"),
 - 3) **STU student with special needs** according to [Article 1](#) paragraph 3) letter (c) of this Directive is a student **with lower limb disability** who has asked STU for the inclusion in the register of students with special needs and has agreed to an assessment of his/her special needs.
 - 4) **Foreign student** under [Article 1](#) paragraph 3) letter (d) of this Directive is a student studying a bachelor's, engineer's or master's degree programme in a language other than the state language, as well as a student of another higher education institution who studies at STU within the framework of academic mobility, regardless of the language in which the study programme is conducted⁴.
 - 5) **Study programme conducted in the state language** is a study programme that is conducted in the Slovak language or in a combination of the Slovak language with another language(s) (e.g. English, Czech), i.e. that the study programme (as a whole) is not conducted exclusively in a language other than the state language.
 - 6) **Study programme conducted in a language other than the state language** is a study programme which (as a whole) is conducted in a foreign language (e.g. English).
 - 7) **STU accommodation facilities** are student houses owned by STU, including Hotel Akademik (hereinafter collectively also referred to as "SH", unless this is in direct conflict with the meaning and purpose of a specific provision of this Directive).
 - 8) **Accommodation** means the accommodated person's right to use the accommodation space for a temporary period of time under agreed conditions.
 - 9) Unless otherwise specified below, the **accommodation space** means a room with one or more beds in the STU accommodation facility, designated to accommodate a particular accommodated person. At **SH Akademik**, the accommodation space consists of several rooms with more than one bed and with fixtures and fittings.
 - 10) **Applicant for accommodation** is a student who has submitted an application for the allocation of accommodation (hereinafter referred to as "the application") within the specified deadline.
 - 11) Unless otherwise specified in a specific provision of this Directive, where "the STU faculty" is referred to, it is also understood to mean "university workplace providing pedagogical activity"; where "the Dean" is referred to, it is understood, in relation to the

⁴ Section 58a of the Act.

university workplace providing pedagogical activity, to mean "the Rector"; and where "the Vice-Dean" is referred to, it is understood, in relation to the university workplace providing pedagogical activity, to mean "the senior staff member responsible for the pedagogical activity of the relevant university workplace"; all the terms shall be in appropriate relation to the meaning of the provision in question, in so far as the nature of the provision in question 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 according to [Article 1](#) paragraph 3) letter (c) of this Directive to support services under a specific regulation⁵.
- 2) Unless otherwise specified below, temporary accommodation at 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 for the respective academic year declared by the Rector⁷ (hereinafter referred to as "the academic year schedule"), when the student must meet the conditions laid down in this Directive. Temporary accommodation can also be provided to a student repeatedly.
- 3) A foreign student studying at STU within the framework of academic mobility is provided with temporary accommodation at SH as short-term accommodation, usually for one semester, but no later than on the date specified in the acceptance letter of the relevant STU faculty.
- 4) STU doctoral students according to [Article 1](#) paragraph 3 letter (b) of this Directive may be provided with temporary accommodation at SH for the whole academic year⁶.
- 5) If a student who has been provided with accommodation according to paragraph 2 of this Article carries out professional practice defined in the study programme⁸ in the period after the end of the examination period, he/she may also be provided with accommodation during the holidays in accordance with the academic year schedule within the meaning of paragraph 2 of this Article, for the necessary period of the professional practice. The student shall demonstrate the period of professional practice by a certificate issued by the supervising workplace of the relevant STU faculty.
- 6) The Rector, on the basis of the proposal of the STU Accommodation Board, shall decide on the distribution of accommodation capacities for students in individual SHs between the STU faculties for the academic year in question (hereinafter referred to as "distribution of accommodation capacities"). The STU Accommodation Board is an advisory body of the Rector⁹.

⁵ The Decree of the Ministry of Education, Science, Research and Sport of the SR No. 458/2012 Coll. on the Minimum Entitlements of Students with Special Needs.

⁶ Section 61 of the Act.

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

⁸ Section 51(2) of the Act.

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

- 7) Members of the STU Accommodation Board according to paragraph 6 of this Article shall be appointed by the Rector. The STU Accommodation Board is headed by the Vice-Rector for Education. Other STU Accommodation Board members include representatives of the 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 studies) and the other member 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 nominated by the chairman of the student chamber of the Academic Senate (hereinafter referred to as "SCh AS") 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.
- 8) The Accommodation Board of the STU faculties operates at the STU faculties (hereinafter referred to as the "Faculty Accommodation Board"). Members of the Faculty Accommodation Board are appointed by the relevant Dean of the STU faculty. The Faculty Accommodation Board is headed by the Vice-Dean of the relevant 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 are nominated by the SCh AS of the particular STU faculty.
- 9) The distribution of accommodation capacity according to paragraph 6 of this Article is determined as follows:
 - a) accommodation capacity for STU doctoral students, for STU students with special needs, for foreign students and for students of another HEI and other persons based on the Rector's decision, which are determined by the requirements of the STU faculties is allocated out of the total accommodation capacity designated for students (hereinafter also referred to as "the allocated accommodation capacity"),
 - b) after the allocation of accommodation capacity for the persons referred to under 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 the accommodation capacity for STU students is determined by the average number of STU students with their permanent residence outside the territory of the capital city of Bratislava during the previous two academic years (including the current academic year) enrolled for studies at the individual STU faculties as of 31 October and 1 March.
- 10) In the event that following the Rector's decision on the division of accommodation capacities according to paragraph 6 of this Article, one of the STU faculties will request during the academic year an increase in the allocated accommodation capacity for STU doctoral students or foreign students, the Dean of the relevant STU faculty is authorised, upon the proposal of the Faculty Accommodation Board, to decide on an increase of the allocated accommodation capacity for STU doctoral students or foreign students according to paragraph 9 letter (a) of this Article, at the expense of the

¹⁰ Article 4 paragraph 1 of the Rector's Directive No. 5/2013-SR "Competences of the Coordinator for Students with special needs at the Slovak University of Technology in Bratislava".

accommodation capacity reserved for STU students according to paragraph 9 letter (b) of this Article allocated for the relevant STU faculty.

- 11) In the event that during the academic year the allocated accommodation capacity for STU doctoral students or foreign students according to paragraph 9 letter (a) of this Article is not occupied, the unoccupied accommodation places will be reallocated for STU students in accordance with the Methodology of Reallocation of Accommodation Capacity between the relevant STU faculties according to paragraph 9 letter (b) of this Article.
- 12) Accommodation shall be allocated to STU students according to [Article 1](#) paragraph 3 letter (a) of this Directive 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 integral part hereof.
- 13) If the STU faculty needs to adjust the Criteria for its students in more detail to its own needs, the Dean of the relevant STU faculty is authorised to issue the details regarding the Criteria (hereinafter referred to as "Faculty Criteria") on the proposal of the Faculty Accommodation Board. The Faculty Criteria must be in accordance with the Criteria laid down in paragraph 12 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 16 of this Article **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 Faculty Criteria.
- 14) The Criteria and the Faculty Criteria according to paragraphs 12 and 13 of this Article regulate the details of the compilation of the waiting list of STU students pursuant to [Article 1](#) paragraph 3 letter (a) of this Directive, who asked for accommodation at SH, while in case of an inadequate amount of accommodation capacity according to paragraph 9 letter (b) of this Article, the accommodation will be allocated to STU students on the basis of the compiled waiting list.
- 15) Unless otherwise provided for below, the provisions of paragraphs 12 to 14 of this Article shall not apply to the allocation of accommodation to the persons referred to in [Article 1](#) paragraph 3 letters (b) to (e) of this Directive; the conditions for the allocation of accommodation to such persons are laid down in more detail in Articles 8 to 11 of this Directive.
- 16) A student who is interested in being provided with accommodation at SH is authorised to submit, within the specified period, an application for the allocation of accommodation in electronic form via the Accommodation Information System, which is available on the STU website at: <https://ubytovanie.stuba.sk/> (hereinafter referred to as "the electronic application").

The authorisation referred to in this paragraph shall not apply to STU students with special needs and to students of other higher education institutions, while the procedure for submitting applications for the allocation of accommodation for these persons is provided in more detail in Articles 9 and 11 of this Directive.

- 17) 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 the SPF SHaC¹¹, which will be binding on all the STU faculties. At the same time, the Director of the SPF SHaC is authorised to lay down in an internal regulation of STU the details of the reservation of accommodation via the Accommodation Information System, the deadlines, the conclusion of the accommodation contracts, etc.

- 18) All instructions, criteria, internal regulations of the Director of the SPF SHaC, internal regulations of STU, sample forms of applications, sample accommodation contract, as well as other documents in connection with the provision of accommodation to students at SH are published and regularly updated on the STU website at:

<https://ubytovanieastravovanie.stuba.sk/informacie-o-ubytovani-studenti>.

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

<https://ubytovanieastravovanie.stuba.sk/en/information-about-accommodation-for-students>.

Article 4

Accommodation Regulations

- 1) Details of the rights and obligations of persons accommodated at SH in the administration of SPF SHaC are stipulated in the Accommodation Regulations¹².
- 2) The Accommodation Regulations are issued by the Director of the SPF SHaC and published according to [Article 3](#) paragraph 18 of this Directive. In case of accommodation facilities in the administration of MTF, the Accommodation Regulations are issued by the Dean of MTF.
- 3) The Accommodation Regulations are binding on all accommodated persons.
- 4) The interests of students accommodated at SH are represented by the Board of Accommodated Students (hereinafter referred to as "BAS").

Article 5

Accommodation Contract

- 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 Contract, the current sample of which is disclosed according to [Article 3](#) paragraph 18 of this Directive.
- 2) The Accommodation Contract must always be in writing. In case of foreign students, the Accommodation Contract is drawn up in a bilingual format; in addition to the Slovak language version, the identical text in the English language is also drawn up. In the event

¹¹ Article 4 paragraph 1 of the Internal Regulation of STU No. 1/2014-OP "Organisational Regulations of the Special Purpose Facility - Student Houses and Canteens of the Slovak University of Technology in Bratislava" in the wording of Amendments 1 to 3.

¹² Internal Regulation of the SPF SHaC No. 2/2018 "Accommodation Regulations of Student Houses of the Slovak University of Technology in Bratislava in the Administration of Special Purpose Facility - Student Houses and Canteens of the Slovak University of Technology in Bratislava".

of confusion or contradictions, the version of the Contract in the Slovak language shall apply.¹³

- 3) The signing of the Accommodation Contracts is governed by the provisions of the special internal regulation of STU¹⁴.

Article 6

Price List for Student Accommodation

- 1) The price list for student accommodation, in accordance with the special internal regulation of STU¹⁴, may be issued, amended and supplemented by the STU Bursar on the basis of the proposal by the Director of the SPF SHaC, while it is published according to [Article 3](#) paragraph 18 of this Directive.
- 2) Unless otherwise specified below, the price list for accommodation laid down in this Article is binding on all accommodated persons.
- 3) The price list for accommodation in accommodation facilities owned by STU in the administration of MTF may be issued, amended and supplemented by the person authorised to sign it; the signing of the price list for accommodation at the MTF facility is governed by a special internal regulation of STU¹⁴.

PART TWO

STU STUDENTS

Article 7

Rules for the allocation of accommodation to STU students

- 1) Accommodation at SH is only provided to STU students according to [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 condition for the allocation of accommodation within the meaning of paragraph 1 of this Article are authorised to submit, by the specified deadline, the **electronic application** via the Accommodation Information System within the meaning of [Article 3](#) paragraph 16 of this Directive.
- 3) If the 1st year student is admitted to studies at more than one STU faculty, he/she can submit the electronic application at all the STU faculties to which he/she is admitted, while accommodation will be allocated to him/her only by one of the STU faculties.
- 4) STU students according to paragraph 2 of this Article, after submitting the electronic application (hereinafter also referred to as "applicants"), shall be included in the waiting list on the basis of the scores obtained, taking into account the applicants' study results, social situation and health status and other facts in accordance with the Criteria according to [Article 3](#) paragraph 12 of this Directive. Applicants, who are first year

¹³ Act No. 270/1995 Coll. on the State Language of the Slovak Republic, as amended.

¹⁴ Rector's Directive No. 1/2013-SR "Signature Regulations of the Slovak University of Technology in Bratislava".

students, are included in a separate waiting list, taking into account their results from the admissions procedure, the details of which may be adjusted by the STU faculty in the Faculty Criteria according to [Article 3](#) paragraph 13 of this Directive.

- 5) Electronic applications are processed and the waiting list of applicants is compiled using the Accommodation Information System according to [Article 3](#) paragraph 16 of this Directive.
- 6) Applicants shall reserve accommodation at SH via the Accommodation Information System within the deadlines published in the guidelines issued by SPF SHaC for the relevant academic year. Applicants, who are the 1st year students, shall reserve accommodation only after their enrolment to studies in the relevant study programme on a separate date of accommodation reservation.
- 7) An applicant is authorised, in accordance with the applicable criteria, to request an increase in the scores for the other factors taken into account (hereinafter referred to as "the request to increase the scores"). The request to increase the PA is submitted through Study Department/Pedagogical Department of the relevant STU faculty (hereinafter referred to as "SD/PGD"), while the applicant shall also attach to the request to increase the scores documents demonstrating in a credible manner the facts taken into account for increasing the scores in accordance with the Criteria. The decision to increase the score shall be made by a person authorised by the Dean on the proposal of the Faculty Accommodation Board.
- 8) **By 15 September** of the relevant academic year, the relevant Dean or the person authorised by the Dean on the proposal of the Faculty Accommodation Board shall decide on the allocation of accommodation to STU students; **from 16 September** of the relevant academic year, the Rector or the person authorised by the Rector shall decide on the allocation of accommodation to STU students in accordance with the distribution of accommodation capacities according to [Article 3](#) paragraph 9 letter (b) of this Directive, and on the basis of the compiled waiting list according to [Article 3](#) paragraph 14 of this Directive.

PART THREE STU DOCTORAL STUDENTS

Article 8

Rules for the allocation of accommodation to STU doctoral students

- 1) Accommodation at SH is provided only to STU doctoral students according to [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 students who meet the condition for the allocation of accommodation within the meaning of paragraph 1 of this Article are authorised to submit the **electronic application** via the Accommodation Information System within the specified deadline within the meaning of [Article 3](#) paragraph 16 of this Directive.
- 3) If an STU doctoral student is at the same time an STU student at the same STU faculty according to Article 1 paragraph 3 letter (a) of this Directive or if a doctoral student has

at the same time the possibility of accommodation allocation on the basis of a special internal regulation of STU³, accommodation at SH will be allocated to him/her as a priority from the accommodation capacity allocated for STU doctoral students according to [Article 3](#) paragraph 9 letter (a) of this Directive.

- 4) The Rector or the person authorised by the Rector shall decide on the allocation of accommodation to STU doctoral students in accordance with the distribution of accommodation capacities according to [Article 3](#) paragraph 9 letter (a) of this Directive.

PART FOUR STU STUDENTS WITH SPECIAL NEEDS

Article 9

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

- 1) STU students with special needs with lower limb disability according to [Article 1](#) paragraph 3 letter (c) of this Directive, who agree to an assessment of their special needs², are **preferably provided with accommodation** in the barrier-free accommodation rooms at SH subject to the conditions **that the distance between the student's permanent residence and the place of study is more than 20 km⁵**.
- 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 authorised to submit the **written application** for the allocation of accommodation within the specified time-limit, a sample of which is set out [in Annex 2](#) to this Directive as an integral part thereof and is published in accordance with [Article 3](#) paragraph 18 of this Directive. The written request for the allocation of accommodation shall be delivered through the SPF SHaC.
- 3) Along with written request for the allocation of accommodation of an STU student with special needs according to paragraph 2 of this Article, the statement of the Dean of the relevant STU faculty and the University Coordinator for Students with Special Needs is required.
- 4) The Rector or the person authorised by the Rector shall decide on the allocation of accommodation to STU students with special needs in accordance with the distribution of accommodation capacities according to [Article 3](#) paragraph 9 letter (a) of this Directive.

PART FIVE FOREIGN STUDENTS

Article 10

Rules for the allocation of accommodation to foreign students

- 1) Foreign students according to [Article 1](#) paragraph 3 letter (d) of this Directive shall submit the **electronic application** via the Accommodation Information System according to [Article 3](#) paragraph 16 of this Directive.
- 2) Details regarding the submission of electronic applications by foreign students are detailed in the Guidelines for Accommodation of Foreign Students (hereinafter referred to as "the Guidelines"), which the Director of the SPF SHaC is authorised to issue for the relevant academic year¹¹. The Guidelines shall be published in accordance with [Article 3](#) paragraph 18 of this Directive.
- 3) The Rector or the person authorised by the Rector shall decide on the allocation of accommodation to foreign students in accordance with the distribution of accommodation capacities according to [Article 3](#) paragraph 9 letter (a) of this Directive. In the event of an insufficient number of allocated places out of the allocated accommodation capacity, accommodation shall be allocated to foreign students on the basis of the compiled waiting list, taking into account study results, health situation and other facts, while the provisions of the Criteria and the Faculty Criteria pursuant to [Article 3](#) paragraphs 12 and 13 of this Directive shall apply mutatis mutandis.
- 4) The first-year foreign students who have submitted the application for accommodation prior to enrolment to studies to which they have been admitted shall be allocated accommodation only after enrolment to these studies. If a foreign student has been allocated accommodation, the room shall be allocated and approved by the Accommodation Section of the SPF SHaC.

PART SIX
STUDENTS OF OTHER HIGHER EDUCATION INSTITUTIONS (HEIs)

Article 11
Rules for the allocation of accommodation to students of other HEIs

- 1) The Rector or the person authorised by the Rector shall decide on the allocation of accommodation to students of other HEIs according to [Article 1](#) paragraph 3 letter (e) of this Directive, while accommodation at SH may be provided to students of other HEIs only in case of free accommodation capacity for students according to [Article 3](#) paragraph 9 letter (a) of this Directive.
- 2) The Rector shall be authorised, in justified cases, to decide also otherwise than referred to in paragraph 1 of this Article.

**PART SEVEN
FINAL PROVISIONS**

**Article 12
Revocation provisions and effectiveness**

- 1) Any amendments and supplements to this Directive may only be made by numbered amendments thereto, issued and signed by the Rector.
- 2) The 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 dated 30 June 2017, as amended by Amendments No. 1 to 3, is repealed.
- 3) The following Annexes form an integral 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 2](#): The sample form of the "Application for the allocation of accommodation to students with special needs in the accommodation facilities of the Slovak University of Technology in Bratislava".
- 4) This Directive shall enter into force on the date of its publication and shall become effective on 1 January 2023.

Dr. h. c., prof.h.c., prof. Dr. Ing. Oliver Moravčík¹⁵
Rector

¹⁵ This document is signed electronically.

Annex 1

to the Rector's Directive No. 7/2022 - SR of 20 December 2022

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

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

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

according to [Article 3](#) paragraph 12 of the Rector's Directive No. 7/2023-SR Rules for the Allocation of Accommodation to Students in Accommodation Facilities of the Slovak University of Technology in Bratislava (hereinafter referred to as "the Rector's Directive").

Article 1 Introductory provisions

- 1) The criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava (hereinafter also referred to as "the Criteria") regulate details for the compiling of the waiting list of students of the Slovak University of Technology in Bratislava (hereinafter also referred to as "STU") who have asked for accommodation in the STU accommodation facilities, that are student houses (hereinafter also referred to as "SH") under the administration of the Special Purpose Facility - Student Houses and Canteens of STU (hereinafter also referred to as "SPF SHaC"). If there is a lack of beds to be allocated from the reserved accommodation capacity, accommodation is allocated to STU students on the basis of the waiting list compiled according to the provisions laid down in these Criteria, while these Criteria shall not have an affect on the type of accommodation allocated at SH.
- 2) Wherever provisions of these Criteria include the term "the STU faculty", it shall also mean the Institute of Management of STU, and wherever provisions of these Criteria include the term "the Dean", it shall also mean, in case of the Institute of Management of STU, the Rector.
- 3) For the purposes of these Criteria:
 - a) **STU student** shall mean a student with his/her permanent residence in the Slovak Republic (hereinafter referred to as "the SR") studying a bachelor's, engineer's or master's study programme provided by STU in the full-time form of studies¹ or a student with permanent residence outside the Slovak Republic studying a bachelor's, engineer's or master's study programme provided by STU in the full-time form of studies¹ in the state language. An applicant admitted to the first year of the relevant study programme at STU and a student with special needs who has asked STU for the inclusion in the register of students with special needs and has agreed to an assessment of his/her special needs,² with the exception of a student with lower limb disability according to paragraph 5 of this Article, shall also be considered to be an STU student according to the first sentence of this letter,
 - b) **Period under consideration** shall mean the period from 1 June of the previous calendar year to 31 May of the current calendar year (inclusive),
 - c) **Authorised person** shall mean an employee appointed by the competent Dean, while the employee works at the Faculty headed by that Dean.

¹ § Section 60(2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act").

² Section 100(4) and (5) of the Act.

- 4) An STU student has no legal right to be provided with accommodation at SH.
- 5) The provisions of these Criteria shall not apply to STU students with special needs with lower limb disability, having the legal right to support services in accordance with Decree No. 458/2012 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the Minimum Entitlements of Students with Special Needs, while this STU student, according to Article 9 of the Rector's Directive, shall be allocated with accommodation **preferentially** in barrier-free premises of SH 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 at SH (hereinafter referred to as "the applicant") shall be deemed to be an STU student according to [Article 1](#) paragraph 3 letter (a) of these Criteria who has submitted the electronic application for the allocation of accommodation (hereinafter referred to as "the application") pursuant to [Article 3](#) paragraph 16 of the Rector's Directive, and the permanent residence of such an STU student is outside the territory of the capital city of Bratislava. The provision of the first sentence of this paragraph shall also apply to a student attending the final year of a bachelor's degree programme at STU who has submitted an application to study an engineer's or master's degree programme at one of the STU faculties in the following academic year.
- 2) The application according to paragraph 1 of this Article shall be submitted in accordance with instructions from the Study Department or the Pedagogical Department of the STU faculty (hereinafter referred to as "SD/PGD") by the deadline specified by the authorised person on the proposal of the Accommodation Board of the STU faculty (hereinafter also referred to as "the AB"). The application shall also be accompanied by documentation in a credible manner proving the facts which are taken into account for the allocation of accommodation in accordance with these Criteria, and/or any other particulars required by SD/PGD (hereinafter referred to as "application documentation").
- 3) The applicants for accommodation shall be included in the waiting list on the basis of the score received, taking into account the applicants' study results, social situation and health status and other facts in accordance with Articles 3 and 4 of these Criteria.
- 4) STU may process personal data, including a special category of personal data of an STU student pursuant to a special regulation³ contained in the application documentation and in the application according to paragraphs 1 and 2 of this Article, only with the prior consent of the data subject, which is an integral part of the application. Personal data of STU students may be processed for the purpose of providing accommodation in STU accommodation facilities in accordance with these Criteria only by authorised persons who are obliged to comply with specific regulations on the protection of

³ EU Regulation 2016/679 on GDPR and Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, as amended.

personal data when working with such personal data of STU students.

- 5) The applications according to paragraph 1 of this Article shall be processed and the waiting list of applicants according to paragraph 3 of this Article shall be compiled via the Accommodation Information System available on the STU website: <https://ubytovanie.stuba.sk/>.
- 6) **The application according to paragraph 1 of this Article shall be deemed to have been submitted only if the applicant approves, in accordance with the rules published by SD/PGD, the calculated score published by the SD/PGD.** The applicant shall also approve the application if he/she disagrees with the calculated score and he/she shall notify thereof the SD/PGD Study Officer who is obliged to check the score of the applicant concerned. If the applicant's objection is justified, the SD/PGD Officer shall modify the score to comply with these Criteria and shall inform the applicant that his/her objection has been handled.
- 7) STU students are provided with accommodation from the accommodation capacity reserved for the individual STU faculties, while the accommodation capacity for foreign students and students of doctoral study programmes at STU is determined separately based on requests of individual STU faculties in accordance with [Article 3](#) paragraph 9 of the Rector's Directive.
- 8) The applicants admitted to the first years of bachelor's, engineer's or master's degree programmes conducted at STU pursuant to [Article 1](#) paragraph 3 letter (a) of these Criteria, **who did not study at STU in the past**, shall be provided with accommodation from the accommodation capacity reserved for the 1st year students after taking into account their results from the admissions procedure pursuant to [Article 7](#) paragraph 4 of the Rector's Directive, while the Faculty may modify the details in the Faculty Criteria according to [Article 3](#) paragraph 13 of the Rector's Directive. The accommodation capacity for applicants admitted to the first years of engineer's and master's degree programmes is allocated from the assigned number of beds by the AB of the relevant STU faculty. The provisions of the first and second sentences of this paragraph shall not apply to applicants admitted to the first years of bachelor's, engineer's or master's degree programmes conducted at STU, who were already enrolled at the same degree of higher education studies at a higher education institution in the Slovak Republic, including STU; and these applicants are provided with accommodation only in case of free accommodation capacity at SH.
- 9) All necessary accommodation-related information for STU students and contact details of persons in charge (including telephone number and e-mail address) are published in the Accommodation Information System in accordance with paragraph 5 of this Article and on the websites of the STU faculties.

Article 3 Penalisation

- 1) **An STU student who was expelled from SH in the past** owing to a gross violation of Internal Regulation No. 2/2018 of 30 July 2018 Accommodation Regulations of the Student Houses of the Slovak University of Technology in Bratislava under the administration of the Special Purpose Facility - Student Houses and Canteens of the

Slovak University of Technology in Bratislava, as amended (hereinafter referred to as the "SH Accommodation Regulations"), **shall not be allowed to submit an application and shall not be provided with accommodation at SH in the future.**

- 2) **An STU student who, in the period under consideration, violates the SH Accommodation Regulations** will be penalised in the accommodation allocation procedure by having their STU student's score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by 25 points** for every proven violation of the SH Accommodation Regulations.
- 3) **An STU who, in the period under consideration, is in delay with payment** in the amount equal to at least one month's accommodation fee will be penalised for the accommodation allocation procedure by having their STU student's score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by:**
 - a) **50 points** if the payment is delayed for 15 to 30 working days,
 - b) **100 points** if the payment is delayed for 31 to 60 working days.

The presentation of the list of STU students subject to penalisation under this paragraph and the proposed reduction of scores shall be the responsibility of the competent SH Director of Operations.

- 4) An STU student whom accommodation at SH has been allocated is obliged to check in within 5 working days from the date of accommodation allocation, unless a different deadline is specified in the organizational instructions of the respective SH. If **an STU student neither checks in by the specified deadline nor informs about the reason for his/her not checking in, the students will be excluded from the waiting list of applicants** ([Article 2](#) paragraph 3 of these Criteria), and in the accommodation allocation procedure for the following academic year the student will be penalised by having his/her score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by 100 points.**
- 5) The penalisation according to paragraph 4 of this Article shall also apply mutatis mutandis to an STU student, who, in the period under consideration, was excluded from the waiting list of applicants owing to his/her not checking in by the specified deadline and to 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 having the STU student's score, earned in accordance with [Article 4](#) paragraph 2 of these Criteria, **reduced by the number of points (PEN),** which will be calculated as follows:

$$\text{PEN} = -200 \left(1 - \frac{\text{MIN}}{60}\right)$$

where MIN is the commuting time in minutes, taking into account all direct national lines of public passenger transport, excluding the city public transport (hereinafter referred to as "the line"). If there is no direct line, the total lowest sum of commuting time using direct lines from the place of permanent residence of the STU student to the place where the study programme is carried out is taken into account.

- 7) If it is discovered that an STU student has also been provided with accommodation

from another higher education institution or that the student made the received accommodation place at SH available to another person, **then his/her accommodation will be cancelled with immediate effect and, in the future, the STU student will not be provided either with accommodation at SH.**

Article 4 Scoring

- 1) The basis of the scoring (S) is the score for study results pursuant to paragraph 2 of this Article, which can be reduced by penalisation according to [Article 3](#) of these Criteria and increased by the score for the other considered facts pursuant to paragraphs 3 to 8 of this Article. Increase to the score according to paragraphs 3 to 7 of this Article shall be decided upon by the authorised person on the proposal of the AB based on documents submitted by the STU student and demonstrating facts in a credible manner taken into account for increasing in the score ([Article 2](#) paragraph 2 of these Criteria).
- 2) **Study results**
 - a) When calculating the score for study results (hereinafter referred to as "the scores"), results for all semesters of the current studies, except for the last semester (hereinafter referred to as "the defined period"), are taken into account.
 - b) The scores under letter (a) of this paragraph shall be calculated using the STU student's weighted study average (hereinafter referred to as the "WSA") recorded in the academic information system (AIS) for the defined period, following the calculation method as defined in the STU Study Regulations⁴. The STU student's scores shall be calculated as follows:

$$S = 500 - 100 \text{ WSA}$$

- 3) The scores earned pursuant to paragraph 2 of this Article by an STU student who, in the period under consideration, **successfully represented STU or the STU faculty in sports competitions**, can be **increased by**:
 - a) **60 points**, if he/she ranks 1st to 3rd in sports competitions outside STU (between higher education institutions in the Slovak Republic, in Europe or worldwide),
 - b) **45 points**, if he/she ranks 1st in sports competitions between the STU faculties,
 - c) **30 points**, in case of regular representation in sports competitions between the STU faculties or outside STU.
- 4) The scores earned by an STU student pursuant to paragraph 2 of this Article can be **increased**, taking into account his/her **health status** or **medical handicap**, by
 - a) **200 points**, in case of a severely disabled STU student, who is a holder of an ID card of a severely disabled person; excluding STU students with special needs with lower limb disability according to [Article 1](#) paragraph 5 of these Criteria,
 - b) **a maximum of 200 points**, in case of an STU student with special needs according

⁴ Article 16 (6) of the Study Regulations of STU.

to [Article 1](#) paragraph 3 (a) of these Criteria; while the number of points by which a student's scores may be increased is determined on the basis of an assessment of special needs of the STU student concerned and is specified in the statement of the University Coordinator for Students with Special Needs.

An STU student under letter (a) or (b) of this paragraph must submit a document proving the facts to be taken into account; in case of a student with a severe disability under (a) of this paragraph, this document is a severe disability card issued by the relevant Labour, Social Affairs and Family Office; in case of a student with special needs according to letter (b) of this paragraph, this document is a statement from the University Coordinator for Students with Special Needs. In the event of failure to submit the required documents within the time-limit according to [Article 2](#) paragraph 2 of these Criteria, the health status or medical handicap of the STU student may not be taken into account. The justification for taking into account the medical status or handicap is assessed by the AB on the basis of the documents submitted.

- 5) The scores earned pursuant to paragraph 2 of this Article by an STU student who, in the period under consideration, **donated blood free of charge**, can be **increased by a maximum of 10 points** for each free blood donation. The blood donation shall be proven by a blood donor card, and a maximum of **3 free blood donations** may be taken into account in total, i.e. an increase in the scores of **a maximum of 30 points**.
- 6) Based on his/her request for an increase in the scores according to [Article 7](#) paragraph 7 of the Rector's Directive, the consideration can also be given to some **other facts** of an STU student, on the basis of which his/her scores earned according to paragraph 2 of this Article can be increased **by a maximum of 100 points**. The list of other facts to be taken into account for the relevant STU faculty shall be approved by the Dean or a person authorised by the Dean on the proposal of the AB, and they shall be laid down in the Faculty Criteria according to [Article 3](#) paragraph 13 of the Rector's Directive.
- 7) The scores of an STU who continues **to be entitled to receive an orphan's pension** and this fact must be proven by a reliable document, earned according to paragraph 2 of this Article can be **increased by**:
 - a) **50 points**, in case of an STU student who is a **half-orphan**,
 - b) **100 points**, in case of an STU student who is a **complete orphan**.
- 8) If an STU student was provided with a **social scholarship** in the current semester of studies⁵, his/her scores earned according to paragraph 2 of this Article will be **increased by 35 points**.
- 9) If several STU students earn equal scores after taking into account all the facts according to [Article 3](#) of these Criteria and paragraphs 2 to 8 of this Article, when deciding on the allocation of accommodation, the following facts will be decisive in the following order:
 - a) the total sum of points by which the scores have been increased for the receipt of the orphan's pension according to paragraph 7 of this Article and for the receipt of the social scholarship according to paragraph 8 of this Article,

⁵ Section 96 of the Act.

- b) the number of points by which the scores have been increased for the health status or handicap according to paragraph 4 of this Article,
- c) higher scores according to paragraph 2 of this Article,
- d) an earlier submission of request for accommodation.

Article 5
Legal remedies

- 1) An STU student to whom accommodation at SH has not been allocated has the right to appeal, for serious health or social reasons, against the non-allocation of accommodation (hereinafter referred to as "the appeal"). The appeal shall be lodged with the Dean or the person authorised by the Dean via the SD/PGD within 8 days of the date on which the information about the non-allocation of accommodation was published via the Accommodation Information System ([Article 2](#) paragraph 5 of these Criteria). The appeal shall be decided by the Dean or the person authorised by the Dean after receiving the AB's opinion. No regard shall be taken of appeals lodged after the expiry of the time-limit.
- 2) Appeals will be heard only in those cases that are supported by documentary evidence demonstrating in a credible manner the facts taken into account for the allocation of accommodation under these Criteria.

Annex 2

to the Rector's Directive No. 7/2022 - SR of 20 December 2022

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

Sample form:

Application for the allocation of accommodation of students with special needs in the accommodation facilities of the Slovak University of Technology in Bratislava

Slovak University of Technology in Bratislava,

Special Purpose Facility - Student Houses and Canteens (hereinafter also referred to as "SPF SHaC")

Application for the allocation of accommodation to students with special needs¹ in the accommodation facilities of the Slovak University of Technology in Bratislava (hereinafter referred to as "SH")

Student's name, surname, title:	Date of birth:
Permanent address:	Distance from place of permanent residence to place of studies in km:
E-mail:	Phone number:
Faculty:	Student's AIS ID ² :
Study programme:	Form of study:
Studies takes place ³ from: _____ to: _____	Year of studies in the academic year in which accommodation is to be allocated:
Accommodation at SH allocated so far: Room number:	
I request temporary accommodation at SH for the academic year 20..... / 20..... for the period from:to:	
Date: _____	
signature of the student with special needs	
Statement from the University Coordinator for Students with Special Needs:	
<input type="checkbox"/> The student has lower limb disability and is on the register of students with special needs at STU, has agreed to an assessment of his/her special needs and is entitled to support services according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 Coll. on the Minimum Entitlements of Students with Special Needs	
<input type="checkbox"/> The applicant admitted to the 1st year has lower limb disability and has agreed to an assessment of his/her special needs and is entitled to support services according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 Coll. on the Minimum Entitlements of Students with Special Needs	
Date: _____	
signature of the University Coordinator for Students with Special Needs	
Statement of the Dean of the Faculty:	
Date: _____	
(imprint of the Faculty's line stamp)	signature of the Dean of the Faculty

The application shall be delivered to the address: SPF SHaC STU, Bernolákova 1, 811 07 Bratislava
Application deadline:

¹ The written application shall only be submitted by an STU student or applicant admitted to the first year of a study programme at STU **with lower limb disability** who is eligible for support services.

² In case of an applicant admitted to the first year, the registration number of the application for studies shall be indicated.

³ The academic year of commencement of studies and the expected academic year of completion of studies according to the standard length of studies of the relevant study programme shall be indicated.

continuing students until: *(the actual date to be added by SPF SHaC in accordance with the instructions of SPF SHaC)*

Applicants admitted to the 1st year of studies until: *(the actual date to be added in accordance with the instructions of SPF SHaC)*

Contact person: (the contact details of the competent employee to be filled in by SPF SHaC)
e-mail: