

**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.

In Bratislava, 29 April 2019

**Article 1
Introductory 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 houses (hereinafter only the "SH") managed by STU Special Purpose Facilities Student Houses and Canteens of STU (hereinafter also the "SPF SHaC"). 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 houses.
- (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) **STU Student** shall mean a student with permanent residence in the Slovak Republic (hereinafter only the "SR") attending a Bachelor's or Master's (Ing./Mgr.) 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./Mgr.) 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 house.

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

- (5) The provisions of these Criteria shall not apply to STU students with special 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 minimum entitlements of students with special needs. For the purpose of these Criteria, an STU student with special 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 houses, 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 houses (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 Board of the faculty (hereinafter only the "AB"). 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 <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.

² Sec. 100 (4) and (5) of the Act

- (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 by the SPF SHaC separately based on requests received from each STU faculty.
- (7) Candidates admitted to the first grades of Bachelor's, or Master's (Ing. or Mgr.) 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 AB of each STU faculty decides on the allocation of accommodation to candidates admitted to the first grades of Master's (Ing. or Mgr.) 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 (Ing. or Mgr.) 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 houses.
- (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 house** 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 SH 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 SH 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 house.

- (4) An STU student, who is provided with accommodation in a student house, shall check in within 5 working days from the accommodation allocation date, unless instructed otherwise by the SH. 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:

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

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 houses**.

**Article 4
Scoring**

(1) 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 AB based on documents submitted by the STU student and reliably proven facts relevant for increasing the score (Article 2 clause 2 hereof).

(2) 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 Regulations³. The STU student’s Score shall be calculated as follows:

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

(3) 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.

(4) 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

³Article 16 (6) of the STU Study Regulations

by the AB 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.
- (5) 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 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**.
- (6) 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 AB's recommendation; the list is then established through the faculty's internal regulation which is issued based on the authorizing provision.
- (7) 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:**
- 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 an **orphan**.
- (8) 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**.
- (9) 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:
- a) 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,
 - b) the number of points by which the Score is increased for health conditions under Clause 4 of this Article,
 - c) an earlier reservation date for accommodation.

⁴ Sec. 96 of the Act

**Article 5
Remedies**

- (1) An STU student to whom accommodation in student houses 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 by the Dean or a person appointed by the Dean after receiving the AB’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.

prof. Ing. Miroslav Fikar, DrSc.⁵
Rector

⁵ The signed original of the “Criteria for Allocation of Accommodation to Students of the Slovak University of Technology in Bratislava” shall be placed and made available for viewing at the Legal and Administration Department of the Rector’s Office of STU