

## INSTRUCTION OF THE DIRECTOR OF THE STUDENT HOUSES AND CANTEENS OF THE STU IN BRATISLAVA

The director of the Student Houses and Canteens of the Slovak University of Technology in Bratislava (hereinafter referred to as the "ÚZ ŠDaJ") pursuant to Article 2(6) of the Rector's Order No. 7/2020 – PR – Organizácia a podmienky pedagogického procesu a prevádzky na Slovenskej technickej univerzite v Bratislave na zimný semester akademického roka 2020/2021 (Organisation and Conditions of Pedagogical Process and Operation at the Slovak University of Technology in Bratislava for Winter Term 2020/2021) dated 29 September 2020 (hereinafter referred to as the "Rector's Order")

### issues

the following instruction of the Director of ÚZ ŠDaJ

**regarding the accommodation and payments of the STU students accommodated in accommodation facilities of the ÚZ ŠDaJ with its registered office at Bratislava** (hereinafter referred to as the "Instruction").

Pursuant to Article 2(1) of the Rector's Order, it is strongly recommended to **all students of the study level 1 and 2** (including foreign students) to leave the ÚZ ŠDaJ accommodation facility (hereinafter referred to as the "SH") **by 9 October 2020 at the latest**. In connection with the aforesaid, students have the following options:

### A. STUDENTS ACCOMMODATED

Any student who

- **has got** (has signed) the Accommodation Contract for the 2020/2021 Academic Year (hereinafter referred to as the "Contract"),
- **has got** keys to the room as well as the accommodation ID,

regardless of whether he/she currently **uses** accommodation services of the respective SH or is not physically present in the SH due to the respective faculty's remote education,

**a)** provided that he/she continues **staying at the SH after 9 October 2020**, shall continue to pay for the accommodation each month in accordance with the valid Price List of student accommodation fees (hereinafter referred to as the "Price List");

**b)** provided that he/she decides to **leave the SH by 9 October 2020** at the latest, shall be **offered a discount** from the price of accommodation in the amount of 2/3 of the quarterly payment (hereinafter referred to as the "Discount"), i.e., he/she is obliged to pay the price for accommodation for **October 2020**. He/she shall not pay for November and December.

The provision of the respective Discount shall be **conditional** upon:

- Returning the key and accommodation ID,
- Printing, filling in and signing the Amendment No. 1 to the Accommodation Contract (hereinafter referred to as the "Amendment") in 2 copies.

Any accommodated student who currently **uses accommodation services**, i.e., is physically present at the SH, is obliged to hand over the key, accommodation ID and 2 copies of the signed Amendment **personally** to the Accommodation Department of the respective SH on working days **from 8:00 am to 4:00 pm, regardless whether he/she has already sent the Amendment by mail**.

Any accommodated student who **is not physically present at the SH** due to the respective faculty's remote education can deliver the key, accommodation ID as well as 2 copies of the signed Amendment **(all at once)** to the Accommodation Department of the respective SH

- through an authorized person, on working days from 8:00 am to 4:00 pm, or
- using courier services, to the address of the respective SH.

Delivery by registered mail shall not be accepted (it is not possible to collect shipments at the post office due to the SH capacity reasons).

Any student who, in accordance with the STU Rector's recommendation, will leave the SH temporarily is also **guaranteed** to have the assigned accommodation after the end of the remote education, i.e., after recovery of the SH regular operation.

**c)** Any student **can** early **check out** from the SH **from 9 October to 15 October 2020** (without meeting the condition to find his/her replacement) while meeting the provision of Article 2(8) of the Accommodation Regulations, only on working days from **8:00 am to 4:00 pm**.

If a student has early checked out from the SH, he/she **is not guaranteed** to be provided with the accommodation in the SH after the end of the remote education and/or the recovery of the SH regular operation. The bed of the checked-out student shall be offered to another student on the waiting list of applicants for the accommodation (hereinafter referred to as the "Waiting List").

## **B. NOT ACCOMMODATED STUDENTS WITH APPROVED ROOM RESERVATION**

1. Any student with **approved reservation** of a room, however, not accommodated after the issuance of this Instruction, i.e., he/she

- **has not got** (has not signed) the Contract,
- **has not got** keys from the room and accommodation ID,

has the following options:

**a)** he/she **can** come and **check in** no later than **by 9 October 2020** on working days from **8:00 am to 4:00 pm**. In such a case he/she shall pay for the accommodation each month under the valid Price List.

**In accordance with the Rector's Order, we strongly urge students to consider this option and recommend to proceed under Point b) of this Clause.**

**b)** he/she will **not come** and **check in physically**, however, provided that he/she also wishes to **keep the room and receive the Discount** after the end of the remote education, he/she has to **pay the full sum** for the accommodation in **October** in full. At the same time, he/she also must **fill in and sign** the Accommodation Contract and the Amendment to the Accommodation Contract published on the STU website

[https://www.stuba.sk/buxus/docs/stu/pracoviska/uz\\_sdaj/Zmluva\\_o\\_ubytovani\\_studentov\\_nova.pdf](https://www.stuba.sk/buxus/docs/stu/pracoviska/uz_sdaj/Zmluva_o_ubytovani_studentov_nova.pdf)

[https://www.stuba.sk/buxus/docs/stu/pracoviska/uz\\_sdaj/Dodatok\\_c1\\_Zmluva\\_o\\_ubytovani-final.pdf](https://www.stuba.sk/buxus/docs/stu/pracoviska/uz_sdaj/Dodatok_c1_Zmluva_o_ubytovani-final.pdf)

and send the **scan** thereof no later than **by 9 October 2020** to the respective SH e-mail address, specifically to:

- Mladá Garda SH: [beata.babinecova@stuba.sk](mailto:beata.babinecova@stuba.sk)
- SH of J. Hronca and N. Belojanisa: [alexandra.sitiarova@stuba.sk](mailto:alexandra.sitiarova@stuba.sk)
- Mladost' SH: [peter.cibulcik@stuba.sk](mailto:peter.cibulcik@stuba.sk)
- Dobrovičova SH: [andrea.foltinova@stuba.sk](mailto:andrea.foltinova@stuba.sk)
- Akademik SH: [eva.lassuova@stuba.sk](mailto:eva.lassuova@stuba.sk)

and **then by mail** (not by registered mail) to the respective SH mail address.

**For reasons of faster identification, the student is obliged to send the required documents from his/her e-mail address with the stuba.sk domain (not from his/her private e-mail address).**

If the student fails to send the Contract and the Amendment (at least by e-mail) by the determined deadline, **he/she loses the entitlement to the accommodation, and the reservation shall be cancelled.** His/her bed shall be offered to another student on the Waiting List.

2. Any student with **approved reservation of the same room** as in the previous academic year, however, not accommodated after the issuance of this Instruction, i.e., he/she

- **has not got** (has not signed) the Contract,
- **has not got** the accommodation ID,
- **has not got keys** from the room from the previous academic year even though the reservation of the same room has been approved,

**has the same options** as students referred to in Section B(1) hereof, however, provided that he/she wishes to receive the Discount from the accommodation price, he/she **is obliged** to deliver the key, accommodation ID from the previous academic year as well as **two** copies of the signed Contract and Amendment (**all at once**) to the Accommodation Department of the respective SH

- using an authorized person, on working days from 8:00 am to 4:00 pm, or
- using courier services, to the address of the respective SH.

Since such students are also obliged to return the key from the room as well as the accommodation ID, they **cannot send the signed Contract and Amendment by e-mail** but must send **all at once** in the manner specified above.

Delivery by registered mail shall not be accepted (it is not possible to collect shipments at the post office due to the SH capacity reasons).

### **C. STUDENTS OF DOCTORAL STUDIES**

Students of the study level 3 (hereinafter referred to as the “Doctoral Student”) shall not be subject to Article 2 of the Rector’s Order. If a Doctoral Student decides to leave the SH temporarily, he/she shall **not receive** any **Discount** from the accommodation.

A Doctoral Student can only **early check out** from the SH. In such a case, the provisions referred to in Section A(c) hereof shall not apply.

In the case of a Doctoral Student with **approved reservation of the same room** as in the previous academic year, however, not accommodated after the issuance of this Instruction, i.e., he/she

- **has not got** (has not signed) the Contract,
- **has not got** the accommodation ID,
- **has got keys** from the room from the previous academic year even though the reservation of the same room has been approved, he/she **is obliged** to come and **check out**, or must fill in and sign the Accommodation Contract in two copies and send the **scan** thereof no later than **by 9 October 2020** to the respective SH e-mail address and **then by mail** (not by registered mail) to the respective SH mail address.

### **D. GENERAL PROVISIONS**

1. **Early checkout** of students and Doctoral Students from the SH shall be carried out based on the “Request for Early Checkout” document published on stuba.sk. The accommodated student must fill it

in, sign and send by mail to the Accommodation Department of the ÚZ ŠDaJ according to the respective SH where the student is accommodated.

**2. Temporary leave from the SH** shall be enabled to students through the Academic Information System (AIS) **from 2 October to 9 October 2020**. Students shall register for respective times/dates within the course exam which is called “**Amendment to Accommodation Contract**”. Registrations for all times/dates shall be launched from 1 October 2020 from 2:00 pm, and students can register from 11:00 am of the previous day, except for the time/date of 2 October 2020 for which the registration shall finish on 1 October 2020 at 10:00 pm. The time/date for which the student is registered shall be considered binding.

Any student who **leaves** the SH throughout the validity of the Rector's Order shall not be able to enter the SH and, therefore, the student is obliged to take **all** his/her stuff necessary for study, including IT equipment, any and all valuables, medicaments, personal and other documents, as well as other stuff which he/she will or could need. If the Accommodated Person has a refrigerator in his/her accommodation unit, he/she is obliged to empty it completely, disconnect it from the mains and mark it by his/her name and surname.

Before leaving the SH, the student is obliged to check whether all electrical appliances located in his/her room are disconnected from the mains and all water taps are closed.

**Dear students,**

**I would like to ask you for your understanding and respecting the recommendations of the STU Rector in the interests of health protection of all of us.**

In Bratislava, on 30 September 2020

Ing. František Hulík  
ÚZ ŠDaJ STU Director