

Internal regulation
director ÚZ ŠDaJ STU
number 2/2018

ACCOMMODATION REGULATIONS

**of the Student Houses of the Slovak University of
Technology in Bratislava administered by the Student
Houses and Canteens of the Slovak University of
Technology in Bratislava**

Date: 30 July 2018

The director of the Student Houses and Canteens of the Slovak University of Technology in Bratislava, in compliance with Article 4 Item 1, of the Organisational Regulations of the Student Houses and Canteens of the Slovak University of Technology in Bratislava¹ (hereinafter referred to as the “Organisational Regulations of ÚZ ŠDaJ”),

hereby issues

the following internal regulation of the director of ÚZ ŠDaJ

**Accommodation Regulations
for Student Houses of the Slovak University of Technology in Bratislava
administered by the Student Houses and Canteens of the
Slovak University of Technology in Bratislava
(hereinafter as “Accommodation Regulations” or “internal regulation”).**

Student houses (hereinafter as “SH”) are the facilities of the Slovak University of Technology in Bratislava (hereinafter as “STU”) for accommodation provided to students and employees

Mladá garda, Račianska 103, Bratislava
Jura Hronca, Bernolákova 1, Bratislava
Nikosa Belojanisa, Wilsonova 6, Bratislava
Mladost', Staré grunty 53, Bratislava
Dobrovičova, Dobrovičova 14, Bratislava
Akademik, Vazovova 1, Bratislava.

The above SH are, in the sense of Article 1, item 2) of the Organisational Regulations of the Student Houses and Canteens of the STU (hereinafter as “ÚZ ŠDaJ”), units of ÚZ ŠDaJ, which is responsible for their effective and economical operation in accordance with the internal regulations of the STU, internal organisational and governing norms of the STU, with respective laws and in accordance with the interests of the STU.

The following is provided to meet the above purpose:

**Article 1
Introductory provisions**

- 1) In the SH, accommodation is provided to students, foreign students, and doctoral students (all jointly referred to as a “student”) and to employees of the STU. Unless in direct contradiction with the meaning of a specific provision of this internal regulation, “student” and “STU employee” shall be jointly referred to as “Accommodated Person”. Details concerning accommodation provided to students are stipulated in a rector’s regulation no. 3/2017/SR “Rules for providing accommodation to students in the accommodation facilities of the Slovak University of Technology in Bratislava” and, in the case of STU employees, in the rector’s regulation no. 9/2014-SR “Rules for providing accommodation to non-

¹Organisational Regulations of the Student Houses and Canteens of the Slovak University in Bratislava No. 1/2014 - OP dated 25 February 2014 (the “OP ÚZ ŠDaJ”)

students in the accommodation facilities of the Slovak University of Technology in Bratislava in the wording of Amendment No. 1” (hereinafter as the “Policy”).

- 2) For the purposes of this internal regulation, a SH is considered as the Landlord.
- 2) The interests of students accommodated in the SH are represented by the Council of Accommodated Students (hereinafter as the “RUS”), whose governing documents are approved by the Academic Senate of the STU (hereinafter as “AS STU”).
- 3) The Accommodation Regulations are binding for all persons accommodated in the SH. The director of ÚZ ŠDaJ STU is entitled to issue and amend the Accommodation Regulations.
- 4) The terms of accommodation are, besides the Policy set out in item 1 of this Article, stipulated also in Act No. 131/2002 Coll., on higher education and amendment and addition of certain acts, as amended.
- 5) The origination and termination of accommodation for students is governed by the Contract to Provide Accommodation to Students.
- 6) The origination and termination of accommodation for employees is governed by the Contract to Provide Accommodation to Employees.

Article 2

Internal Rules of the SH

- 1) The entrance into the SH building opens at 5 am and closes at 12 pm After 12 pm, the SH’s doorkeeper is entitled to open the entrance into the SH building in 60 minutes’ intervals. For students, entrance into a SH building is possible only upon presentation of an accommodation card of each student (hereinafter as the “student ID”), and, in the case of a STU employee, upon presentation of the employee’s card that is issued to employees upon entering into an employment contract with STU (hereinafter as “STU employee ID”). Unless in direct contradiction with the meaning of a specific provision of this internal regulation, “student ID” and “STU employee ID” shall be jointly referred to as “Accommodated ID”. The provisions of the first to the fourth sentence of this item do not apply to accommodation in SH Akademik, where the Accommodated Persons are provided with keys to the entrance to the SH.
- 2) An Accommodated Person may accept visitors between 6 am and 10 pm. If another student of STU meets the accommodated student and if other persons who are accommodated and present in the student’s room agree with it, the visit of another student of STU at the room may continue until 12 pm.
- 3) The SH doorkeeper keeps records of visits. Each visitor must present themselves with an card to the doorkeeper of the SH when entering and leaving the SH building. Each visitor must acquaint the accommodate person with his or her arrival, and the accommodate person must accompany the visitor for the whole time of his or her visit at the SH. For the time of their visit, the Accommodated Person visited by another person(s) has his or her card stored at the reception of the SD.
- 4) Accommodated Persons must:
 - present themselves, upon a request of a SH employee or a RUS member, with a valid accommodation card;
 - observe good manners, not restrain or disturb other Accommodated Persons and damage the property and the surroundings of the SH;
 - observe night hours, i.e. the time between 10 pm and 6 am;
 - observe the OHS regulations and the regulations related to use of personal protective equipment;

- save water and electricity.

5) In the SH, it is forbidden for Accommodated Persons to:

- let another person to use a room or its part for accommodation, to whom the room was not assigned. Where “room” or “bed” is mentioned in this provision or in another related part of this internal regulation, it means, in the case of the accommodated employees of STU an “accommodation space in the sense of the Accommodation Policy for Non-Students in Accommodation Facilities of the Slovak University of Technology in Bratislava”;
- to lend the keys to the room in which the person is accommodated as well as the accommodation ID;
- to leave personal belongings in the common premises of the SH, to leave bicycles in spaces not designated for this purpose;
- to manufacture, store and consume psychoactive drugs in all premises of the SH including the outdoor areas belonging to the respective SH;
- to manufacture, store and consume alcoholic beverages in all premises of the SH including the outdoors areas belonging to the respective SH; the alcohol consumption ban does not apply to premises rented for the purpose of organising social events for students (e.g.a university club);
- to smoke and handle open fire;
- to use direct-heating electrical appliances (stoves, radiators, hot-air heaters etc.), unless these are part of the room’s equipment or the equipment of the space (e.g. a kitchenette) designated for use of such appliances;
- to bring to the room one’s own furniture such as beds, sofas, expandable armchairs, mattresses, chests and other bulky furniture;
- engage in business activities;
- keep weapons;
- breed animals;
- enter and leave the SH through other spaces than the designated entrance
- take equipment out of dining facilities of the STU (plates, cutlery, cups, slat-shakers etc.);

6) A person accommodated in a SH

- by signing a written certificate, takes the room over from the Landlord and acknowledges the room’s condition at the time of the takeover;
- is entitled to use the room in which a bed was assigned to him or her, including the basic equipment of the room as indicated in the inventory list and this equipment’s accessories as well as the common spaces of the SH, the provision of which is related to the accommodation;
- without the consent of the operational director of the respective SH, the Accommodated Person may not make any changes in the room assigned to such person (manipulating with the furniture, change of locks, interfering with the electrical cables and sockets etc.);
- reports any malfunctions that may occur during the accommodation in the breakdown log;
- keeps the room and the common spaces of the SH clean, takes out the garbage to a designated place;
- should the Accommodated Person cause damage, such person must pay a compensation of such damage immediately in accordance with the internal regulation of the director of ÚZ ŠDaJ No. 3/2015: “Damage compensation committee for students accommodated in the facilities of Student Houses and Canteens of the Slovak University of Technology in Bratislava, in the wording of Amendment no.1”;
- changes the bed linen at least once in 14 days.

- 7) On the date of accommodation termination at the earliest, the Accommodated Person shall hand the room over to the Landlord, including the equipment listed on the respective inventory list. The room (its walls, floor, doors, radiators and windowsills), the room's equipment and sanitary facilities if such facilities are part of the room (the toilet, wall and floor tiling, mirror, and the shower curtain) must be clean and undamaged upon their handover. The Accommodated Person must take out of the room all the permitted items brought in by such person (personal belongings);
- 8) The Accommodated Person shall be considered a person whose accommodation has been duly terminated if such person hands over, at the division of operations of the respective SH, the certificate of handover of clean and undamaged room, keys to the room, and the accommodation card; in the event damage was incurred, the Accommodated Person shall also handover the Agreement to Rectify and/or Compensate for Damage, if such damage cannot be rectified by the accommodation termination date. All documents must be signed by the relevant employees of the SH;
- 9) In the event the Accommodated Person is not present at the SH on the given date, i.e. on the of accommodation termination date at the latest, the Landlord is entitled to evict such person by changing the locks of the room assigned to the Accommodated Person. The personal belongings of the Accommodated Person subject to the eviction will be stored in designated premises of the SH for at most 14 days. The Landlord is entitled to demand compensation of costs incurred in relation to the eviction from such Accommodated Person, as well as compensation of other damage incurred by the SH by the failure to vacate the room by the set deadline (especially the lost profit and other financial losses);
- 10) In the event a bed or two beds remain free in a 2-bed or a 3-bed room and if the student or students who remained living in such room do not want to pay the price for the free bed(s) as well, the operational director of the SH is entitled, for economic and operational reasons, to move the student (s) to another room.
- 11) Authorised employees of the SH are entitled to perform regular inspections of the accommodation and common premises of the SH, focusing on observance of the Accommodation Regulations in the manner of using the assigned room.
The inspection in the above sense may be performed even in the Accommodated Person's absence by an authorised employee of the SH with the presence of a RUS member (or in the presence of another accommodated student authorised thereto in writing by the RUS director). In the event the RUS member or the person authorised by the RUS director (hereinafter as "the RUS member") fails to take part in the inspection after receiving a demonstrable written notice of the inspection date, the inspection shall be performed without the presence of the RUS member, however, in the presence of two authorised employees of SH. The same procedure applies to the case when RUS does not operate in the respective SH.
All persons performing the inspection in the above sense must wear a name badge.
- 12) In cases other than those stated in Article 11, authorised SH employees may enter the accommodation space without the knowledge of the Accommodated Persons if there is an impending risk to health or property (in such case, the presence of a RUS member or of 2 SH employees is not required) or during inspection of government bodies in the presence of a SH member and the presence of the employee of the government body performing the inspection. When entering the room while the Accommodated Person was absent in the cases described under this item, authorised SH persons must leave a written notice for the Accommodated Person indicating the reason of entering the room.

Article 3 **Use of electrical appliances**

A. The principles of using electrical appliances Accommodated Person brings to the accommodation premises of the SH

- 1) In the part of the SH intended for accommodation, the Accommodated Person may use electrical appliances he or she brought in (hereinafter the “brought appliances”) exclusively with the written approval of the Landlord based on the Accommodated Person’s written declaration included in Appendix no. 1 of this internal regulation as its inseparable part and which the Accommodated Person demonstrably hands over to the Landlord.
- 2) Such electrical appliance is considered a brought appliance which is not registered as the property of ÚZ ŠDaJ and which is owned or used by an accommodated student or employee.
- 3) The Accommodated Person is responsible for the technical condition of the brought appliance, its safe connection to the power grid and its safe operation.
- 4) The Accommodated Person shall, in the event damage is incurred by the brought appliance, compensate such damage in full or rectify the damage at his or her own cost.
- 5) On the date of the accommodation termination at the latest, the Accommodated Person shall remove all electrical appliances he or she has brought from the SH.
- 6) As disposal of electrical appliances is governed by special procedures in the sense of Act No. 79/2015 Coll., on waste and amendment and additions to certain acts, Accommodated Persons are forbidden to leave electrical appliances brought by the Accommodated Person for which there is no use inside or outside the SH or leave them at places where the SD stores its own communal and other waste.
- 7) The operational director of the SH is entitled to limit or abolish the use of brought appliances listed under item B.1) of this article of the Accommodation Regulations, and may do so for the following reasons:
 - meeting of the obligations towards the supplier of electricity when announcing regulation degrees,
 - continuation of output capacity of the collection points - technical maximum amounts of power sources,
 - electrical appliances were identified during the inspection that do not meet the technical parameters needed for safe operation,
 - the used brought appliance needs unusually high power inputs,
 - violation of item C.1) of these Accommodation Regulations.
- 8) A breach of the Accommodated Person’s duty in relation to the use of electrical appliances is considered a risk to the SH operation and, in accordance with Article 4, item 1), as a gross violation of the Accommodation Regulations.

B. Permitted brought appliances

- 1) In the rooms of the accommodation part of the SH, the use of the following brought electrical appliances is allowed:
 - IT technology- computers, laptops, monitors, printers, copy machine, scanner,

- kitchen appliances - coffee and tea machines, one kettle per room, one microwave oven per room, one fridge per room, unless another place is designated for fridges (e.g. a kitchenette) in the respective SH,
- washing machine (relates only to SH Akademik),
- electrical appliances for household and similar purposes - a table lamp, chargers,
- electronic devices such a television, radio, players, irons,
- electrical cables - PC power cables, different sorts of power supplies,
- extension cables,
- small electrical appliances for personal consumption - hair drier, electric shavers, hair irons and curling irons.

C. Forbidden electrical appliances

- 1) In the accommodation premises, it is forbidden to use the following electrical appliances:
 - direct-heating electrical appliances - radiators, hot-air heaters, convectors, electrical radiators, infra-red radiators, and similar appliances,
 - small heating appliances - stoves, electric pots, infra grills, toasters and other similar appliances,
 - therapeutic and medical devices - electric pillows, blankets, pads, infra-lamps and similar devices.

Article 4 Final Provisions

- 1) The following is considered gross violation of the Accommodation Regulations:
 - putting one's own life and health as well as life and health of others at risk;
 - damaging of SH property and the property of other persons accommodated in the SH;
 - putting the operation of the SH at risk;
 - failure to pay the accommodation fee within 30 calendar days of the delivery of the respective notice of default;
 - letting a person to whom the room has not been assigned to use the room. The operational director of the SH is entitled to proceed in accordance with the internal regulation STU No. 6/2013 "Disciplinary Rules of the STU in Bratislava for Students".

In the event the operational director of SH uses the right of the Landlord to withdraw from the Accommodation Contract in accordance with Article 3, item 2 f) of the Accommodation Contract, the director must notify the Accommodation Department of the ÚZ ŠDaJ of this fact in writing (by email).
- 2) In the event of any other violation of these Accommodation Regulations or the Accommodation Contract, the operational director of the SH may issue a warning to the Accommodated Person in which the director shall propose a solution for the case the Accommodated Person fails to rectify the situation that constitutes the violation.
- 3) The Accommodated Person is entitled to raise objection in writing (or by email) towards the decision of the SH operational director in matters related to accommodation and send such objections to the director of ÚZ ŠDaJ within 3 days of the delivery of the decision of the SH operational director.
- 4) The decision of the SH operational director or another written document concerning accommodation (hereinafter as "decision of the SH operational director or the

“document”) must be delivered directly to the Accommodated Person at the SH or at the faculty or at any other place where the Accommodated Person may be present. In such case, the Accommodated Person must present herself or himself by the accommodation card to the person delivering such document. The Accommodated Person shall receive the document by signing a copy of the decision of the SH operational director, indicating the date, hour, and the manner of receipt, i.e. in person. The Accommodated Person shall hand the document certifying the receipt and the certified copy of the SH operational director’s decision to the person who delivered the document to the Accommodated Person.

- 5) If delivery pursuant to the preceding item is not possible, the decision of the SH operational director shall be delivered by post or through another delivery services as registered mail to the address designated by the Accommodated Person as the address where documents are to be delivered. In the event the delivery of the decision of the SH operational director to the address pursuant to the preceding sentence is unsuccessful (this does not apply to the case the Accommodated Person refuses to accept the document, when the date of such refusal is considered the date of delivery) or if the address indicated by the Accommodated Person as the address for document delivery is identical with the person’s residential address (in such case, the provisions of the first sentence shall not be applied), the document shall be delivered to the residential address of the Accommodated Person by post or through another delivery service as registered mail.
- 6) The duty to deliver the decision of the SH operational director is met upon the Accommodated Person’s takeover of the decision or when the document returns as undeliverable (i.e. the decision is delivered even if the Accommodated Person was unaware of it), or if the delivery was thwarted by an action or omission of the Accommodated Person. If the Accommodated Person refuses to take over the decision, the date of such refusal shall be considered the delivery date of the document. The effects shall take place also on the date when the Accommodated Person refuses to accept the decision of the SH operational director, irrespective of the manner of delivery.
- 7) The accommodation is terminated on the date when the decision of the SH operational director becomes effective, i.e. on the date following the date the deadline for submitting objections in the sense of item 3 of this article of the Accommodation Regulations expired or, in the event objections were raised, on the date of delivery of the ÚZ ŠDaJ director’s decision to reject the objections.
- 8) The decision of the ÚZ ŠDaJ’s director to refuse the objections is considered final. Objections submitted after the deadline set out in Article 4, item 3 shall be disregarded.
- 9) All the documents, laws and regulations these Accommodation Regulations refer to as well as the delivery procedure in matters related to these Accommodation Regulations are published on the web page STU www.stuba.sk.
- 10) This internal regulation replaces the Internal Regulation ÚZ ŠDaJ no. 3/2014 “Accommodation Regulations of Student Houses of the Slovak University of Technology in Bratislava Administered by Student Houses and Canteens of the Slovak University of Technology in Bratislava” of 22 July 2014, in the wording of the Amendment no. 1 of 18 February 2015.
- 11) This internal regulation comes into effect on **1 September 2018**.

Ing. František Hulík²
ÚZ ŠDaJ STU Director

² Article 4, item 1, the second sentence in combination with Article 2, item 2, the first sentence of the Organisational Regulations of the Student Houses and Canteens of the Slovak University of Technology in Bratislava no. 1/2014-OP of 25 February 2014.