

Instruction of the director of ÚZ ŠDaJ

No: 6/2021

**CONDITIONS FOR CHECK-IN AND CHECK-OUT OF THE STUDENTS IN THE
ACCOMMODATION FACILITIES OF SPECIAL PURPOSE EQUIPMENT
STUDENT HOUSES AND CANTEENS OF THE SLOVAK UNIVERSITY OF
TECHNOLOGY IN BRATISLAVA IN WINTER SEMESTER OF THE ACADEMIC
YEAR 2021/2022.**

Date: 20.09. 2021

The director of the special purpose equipment Student houses and canteens STU in Bratislava (hereinafter referred to as „ÚZ ŠDaJ“) according to the article 3, point 8) Rector's directive no. 9/2021 - PR – **Organization and conditions of pedagogical process and service at the Slovak University of Technology in Bratislava for the winter semester of the academic year 2021/2022** (hereinafter referred to as „Rector's directive “)

issues

the following instruction of the director of ÚZ ŠDaJ

CONDITIONS FOR CHECK-IN AND CHECK-OUT OF THE STUDENTS IN THE ACCOMMODATION FACILITIES OF SPECIAL PURPOSE EQUIPMENT STUDENT HOUSES AND CANTEENS OF THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA IN WINTER SEMESTER OF THE ACADEMIC YEAR 2021/2022.

(hereinafter referred to as „Instruction“)

In accordance with the monitoring and signalization system „COVID AUTOMAT“ from 10 August 2021 (hereinafter referred to as „COVID AUTOMAT“) and article 3, point 1) Rector's directive is

- in the level of risk „Monitoring“ provided accommodation to **all students**, regardless of the form of study, so also to students with distance form of study
- in the level of risk „Watch“ and „1st to 3rd level of threat“ provided accommodation only to students whose at least part of the study is realized **in person**.

Region Bratislava I-V changes from 20.09.2021 to **orange color**, it means to the level of risk **“Watch”**. From this reason students have following options:

A. STUDENTS OF FACULTIES AND INSTITUTE OF MANAGEMENT WITH THE PRESENCE OR HYBRID FORM OF STUDY

1. Student who **IS ACCOMMODATED** (has the Agreement about accommodation for the academic year 2021/2022 signed and has keys from room and accommodation card), **can stay in Student houses (SD)** when maintaining conditions depending on the level or risk according to COVID AUTOMAT and Instruction of director ÚZ ŠDaJ about keeping the hygienic-epidemiological measures for accommodated persons from 08.03.2021, published on the website stuba.sk
2. Student who **IS NOT ACCOMMODATED** (does not have the Agreement about accommodation for the academic year 2021/2022 signed and does not have keys from room and accommodation card), and has approved reservation of the room **can check-in** the respective SD until **30 September 2021** at the latest.
3. Student is obliged to pay the price for the accommodation according to the valid price list for every month of accommodation until 5th day in the month at the latest.
4. **It is not possible to provide a discount** on the price of accommodation to a student with full-time or hybrid education, as he / she has the opportunity to continue using accommodation services.
5. In case that the student will untimely **CHECK-OUT** from SD until 30 September 2021, the procedure will be in accordance with the agreed Terms and Conditions and the accommodation allocated to him will be **canceled**.
6. In case that the student will **NOT CHECK-IN until 30 September 2021**, respectively **will ask for money return**, the reservation of the room will be **canceled**.
7. Student will send “Request for money return” by mail to staff of Accommodation referee ÚZ ŠDaJ according to the respective SD. Contact address of the staff of Accommodation referee ÚZ ŠDaJ are stated in the point C.2 of this Instruction.

8. Student who will untimely check-out or ask for money return can ask for reallocation of accommodation by mail at the staff of Accommodation referee ÚZ ŠDaJ according to the respective SD. In case of free accommodation places they will be reallocated to student. Contact address of the staff of Accommodation referee ÚZ ŠDaJ are stated in the point C.2 of this Instruction.

B. ŠTUDENTS OF FACULTIES AND INSTITUTE OF MANAGEMENT WITH SOLELY DISTANCE FORM OF LEARNING (ONLINE)

1. Student who **IS ACCOMMODATED** (has the Agreement about accommodation for the academic year 2021/2022 signed and has keys from room and accommodation card), **can stay in Student houses (SD)** until **30 September 2021**, whereas
 - at the latest until **30 September 2021** he or she will either **check-out** from SD (prepare and hand over the room, keys and accommodation card)or
 - at the latest until **30 September 2021** sign „**Addition to the Agreement about accommodation**“ and to this date **leave** SD. By signing the „**Addition to the Agreement about accommodation**“ the student undertakes that in case of distance learning at the faculty of Institute of management, he will not use accommodation services of SD during the level of risk “Watch”, or “1st until 3rd level of threat”, declared for the region Bratislava I-V on the basis of COVID AUTOMAT.
2. Student who **IS NOT ACCOMMODATED** (does not have the Agreement about accommodation for the academic year 2021/2022 signed and does not have keys from room and accommodation card), **and has approved reservation of the room that he wants to keep**, has to at the latest **until 30 September 2021**
 - fill out and sign „**Agreement about Accommodation**“ and
 - fill out and sign „**Addition to the Agreement about accommodation**“.
3. Student who signs „**Agreement about Accommodation**“ and „**Addition to the Agreement about accommodation**“ will be from **1 October 2021 granted discount** from the price for the accommodation in the amount of 2/3 of monthly payment on the condition that for the month of September 2021 he pays the **price for accommodation in full** in accordance with the valid price list.
4. Student hands over filled and signed „**Agreement about Accommodation** and sign „**Addition to the Agreement about accommodation** personally or by mail (scan to **Accommodation department of respective SD. Student states in the Subject of the mail** his/her name and surname, AIS ID number and room number.
Contact address of the staff of Accommodation referee ÚZ ŠDaJ are stated in the point C.1 of this Instruction.
5. Student with solely distance learning who left SD after signing „**Addition to the Agreement about accommodation**“ will be able to come back to the SD and use the accommodation services again when his/her faculty of Institute of management resumed the presence learning. Student will pay for accommodation according to the valid price list from the day of arrival to SD.
6. Student who **IS NOT ACCOMMODATED** (does not have the Agreement about accommodation for the academic year 2021/2022 signed and does not have keys from room and accommodation card) **and has approved room reservation** that he **does NOT** want to keep, has to at the latest until **30 September 2021 ask for money return**.
7. Student send “**Request of money return**” by mail to the staff of Accommodation referee ÚZ ŠDaJ according to the respective SD. Contact address of the staff of Accommodation referee ÚZ ŠDaJ are stated in the point C.2 of this Instruction.
8. Student who **checks-out sooner from SD or asks for money return** can ask for reallocation of the accommodation by mail to the staff of Accommodation referee ÚZ ŠDaJ according to the

respective SD when the presence learning is resumed at the faculty of Institute of management or when the level of risk for region Bratislava I-V to "Monitoring" (green color) is changed. In case of free accommodation places, they will be reallocated. Contact address of the staff of Accommodation referee ÚZ ŠDaJ are stated in the point C.2 of this Instruction.

C. GENERAL PROVISIONS

1. **Contacts of the respective accommodation department SD:**

- ŠD Mladá Garda: beata.babinecova@stuba.sk
- ŠD J.Hronca a N.Belojanisa: alexandra.sitiarova@stuba.sk
- ŠD Mladost': peter.cibulcik@stuba.sk
- ŠD Dobrovičova: ondrej.paksi@stuba.sk
- ŠD Akademik: eva.lassuova@stuba.sk

2. **Contacts for staff of Accommodation referee ÚZ ŠDaJ according to respective SD:**

- ŠD Mladá Garda a ŠD Mladost': daria.vrecnikova@stuba.sk
- ŠD J.Hronca a N.Belojanisa a ŠD Akademik: alena.culinkova@stuba.sk
- ŠD Dobrovičova: elena.trochtova@stuba.sk

3. **Check-in and untimely check-out** of students from SD are realized only during **working days** and during **working hours**.

4. **Agreement about accommodation** is published on the website stuba.sk

https://www.stuba.sk/buxus/docs/stu/pracoviska/uz_sdaj/Zmluva_o_ubytovani_studentov_2021_2022_SK_FINAL_1.pdf

5. **Addition to the Agreement about accommodation** is published on the website stuba.sk

https://www.stuba.sk/buxus/docs/stu/pracoviska/uz_sdaj/Dodatok_c.1_k_Zmluve_o_ubytovani_-_uprava_17.9.2021_1.pdf

6. **Request of money return** is published on the website stuba.sk

https://www.stuba.sk/buxus/docs/stu/pracoviska/uz_sdaj/ziadost_o_vratenie_preplatku_05092014.pdf

7. In the event of a change in the level of risk for region Bratislava I-V, students will be sent further up-to-date instructions for payment and accommodation at the SD.

8. This Instruction comes into effect on 20 September 2021.

The Director of ÚZ ŠDaJ calls on all accommodated students to adhere to epidemic measures and to be **RESPONSIBLE** to themselves, but also to other accommodated students.

In Bratislava, 20.9.2021

Ing. František Hulík
Director ÚZ ŠDaJ STU