

UNIVERSITY OF PRESOV
STUDENT HALLS OF RESIDENCE AND CANTEEN

ACCOMMODATION REGULATIONS
of the Student Halls of Residence and Canteen

2023

ACCOMMODATION REGULATIONS

of the Student Halls of residence and Canteen

First part

Introductory provisions

Art. 1

1. In accordance with § 98 of Act no. 131/2002 Coll. on universities and amendments to certain laws as amended and according to Article 20 of the Statute of the Presov University, the Student Halls of Residence and Canteen (hereinafter referred to as the "student halls of residence") is a purpose-built facility providing accommodation for students of the University of Presov (hereinafter referred to as " university").

Second part

Accommodation methodology

Art. 2

Realization of accommodation

2. Accommodation of students is carried out in individual facilities of the student halls of residence, which are governed by internal regulations.

Art. 3

Applicant for accommodation

1. An applicant for accommodation in the student halls of residence (hereinafter referred to as the "applicant") may only be granted accommodation under the following conditions:
 - a) is a student of a bachelor's study program (hereinafter also "BA. study") or a master's study program (hereinafter "MA. study") at the university in the full-time form of study,
 - b) is a student of a doctoral study program (hereinafter also "Ph.D study") at the university in the full-time form of study,
 - c) the address of his permanent residence is not the same as the location of the university or faculty.

2. Each applicant must submit an application for accommodation in a student residence (hereinafter referred to as the "application"). Otherwise, they cannot be accommodated in the facilities of the student halls of residence.
3. The Act on Administrative Procedure does not apply to decisions about accommodation, and the student is not legally entitled to it.

Art. 4

Submission of applications

1. Applications for accommodation are submitted electronically via the accommodation module in the Modular Academic Information System (hereinafter referred to as "MAIS") or the Electronic Application.
2. The student documents the necessary attachments directly in the application in electronic form, by scanning the required documents.
3. The preliminary number of points that the student receives after submitting an application for accommodation can be adjusted by the accommodation department in accordance with Art. 14 point 7 and point 9. The resulting number of points will be verified through the accommodation registration form in MAIS after the publication of the results for the allocation of accommodation.
4. Application deadlines for the following academic year are approved by the accommodation committee (hereinafter referred to as "the committee") appointed by the rector of the university and published in notices for students on the website of the student halls of residence <https://www.unipo.sk/sdj> and on the social networks of the student halls of residence and universities (hereinafter referred to as "websites").

The commission consists of the following members:

- a) a member delegated by the rector of the university, who is the chairman,
 - b) a member delegated by the student part of the university's academic senate,
 - c) director of the student halls of residence,
 - d) 2 members delegated by the student halls of residence council,
 - e) member of the accommodation department.
5. Commission members must be delegated no later than 7 days before the first meeting of the commission. The director of the student halls of residence is obliged to ask the competent authorities of the university for the delegation of members no later than 15 days before the first meeting of the committee.

6. The Commission takes decisions by a majority vote of all members; in case of a tie vote, the vote of the chairman of the commission is decisive.
7. The commission is responsible for its activities to the rector of the university.

Art. 5

Handling applications

1. The processing of applications and their assessment is carried out in accordance with Articles 13 to 15 of these accommodation regulations.
2. The accommodation department is responsible for completing the submitted applications, which will assess and evaluate them in the MAIS system based on valid criteria. The decision on the allocation of accommodation is approved by the commission.
3. According to the approved terms of accommodation organization (Article 8) (hereinafter referred to as "accommodation terms"), the accommodation office will ensure the publication of a notice on the results of the assessment of applications on the websites.
4. The commission meets at least three times:
 - a) in connection with the review of the applications of the students of the future 2nd and 3rd year of BA. study, 1st and 2nd year MA. study, and 2nd to 4th year Ph.D. study,
 - b) in connection with the review of the applications of students of the future 1st year of the BA. study and 1st year Ph.D. students studying in the internal form of study,
 - c) in connection with the review of the applications of students of the 1st year of the BA. study of additionally accepted students.
5. Students who have been allocated accommodation are required to pay an accommodation reservation fee for the following academic year. The amount of the reservation fee, the latest date, and the method of payment are determined by the committee and published on the websites. If the student does not pay the reservation fee by the specified date, the student's right to accommodation will expire. The reservation fee will be deducted from the student's first rent payment in the following academic year. A student who has been allocated accommodation in the student halls of residence have paid the reservation fee but does not stay in the following academic year without reason, the reservation fee will not be refunded. The reason for the refund of the reservation fee is the cancellation of the study. The student submits a written request for a refund of the reservation fee within 30 days from when the decisive facts for the refund of the reservation fee occur. The director of the student halls of residence decide on the refund of the reservation fee.

6. Students with permanent residence outside the Slovak Republic pay a deposit of 100 Euros. The deposit serves as a deposit for payment of damage to the property and to cover arrears towards the student residence. The deposit will be returned to the student at the end of the accommodation based on the request, in case of damage and arrears to the accommodation provider, the amount of the damage and arrears will be reduced. The deposit is paid by bank transfer before the date of arrival at the accommodation. The student is obliged to type the correct IBAN and VS number during the bank transfer, otherwise, the accommodation provider is not responsible for the return of the deposit.

Art. 6

Submission of objections against the decision

1. If the evaluated request for accommodation is rejected, the student has the opportunity to file an objection against the non-allocation of accommodation.
2. Objections are submitted in electronic form in the MAIS system on a specified date, which is published in the accommodation dates.
3. The student documents the necessary attachments directly in the objection in electronic form, by scanning the required documents.
1. The student can object:
 - a) incorrectly stated number of points earned,
 - b) not taking into account relevant facts when submitting an application,
 - c) a current change in relevant facts that was not apparent at submitting an application,
 - d) social reasons and activities not listed in Art. 14, point 5 and 6.
 - e) any other objections are irrelevant, and the commission will not consider them.

Art. 7

Processing objections

1. The commission decides on the acceptance or rejection of the objection.
2. The commission meets at least twice:
 - a) in connection with the review of the objections of the applicants, students of the future 2nd and 3rd year BA. study, 1st and 2nd year MA. study, and 2nd to 4th year Ph.D. study,
 - b) in connection with the review of the objections of the applicants, students of the future 1st year BA. study and 1st year Ph.D. students studying in the full-time form of study.
3. In accordance with the conclusions of the commission, which concern the positive objections, the accommodation department in the MAIS system will mark the related requests as accepted.
4. It is not possible to file an appeal against the commission's decision.

Art. 8
Dates associated with the organization of accommodation

1. The dates for submitting and processing applications and objections, as well as other important dates related to the organization of accommodation for the following academic year, will be discussed by the committee at its first meeting and will be published on the websites.

Art. 9
General provisions for applicants

1. During the academic year, students who are in the register of accommodation applicants can continuously inform themselves about the possibility of additional accommodation in the accommodation report.

Art. 10
Placement of students in a student residence

1. The placement of students in student residences takes place through the electronic reservation system in the MAIS system. A student who has been assigned accommodation, i.e. his request for accommodation in the system is accepted, is obliged to reserve a bed. The reservation of beds is made available in a certain time interval, which is published in the dates of the accommodation, after this date the reservation of the room is no longer possible. If the student has entered a request for a permanent bed in the accommodation request, the system will automatically create a reservation for the room specified in the request. If the student does not reserve a room within the time interval designated for this, they will be allocated accommodation without the right to choose.
2. Accommodation of students in the student halls of residence is carried out according to the accommodation schedule, which is approved by the committee and which is published on the website. In order to determine the dates of accommodation, the student halls of residence cooperate with the study departments of the faculties and tries to coordinate the dates of registration for studies and accommodation.
3. The accommodation department completes the student accommodation process, from registration of accommodation documents to issuance of the accommodation card and handing over the room key.
4. The lodger is entitled to change the place of accommodation (bed) and assign another one in the case of the lodger's operational needs. Operational need means the necessity of repair or reconstruction of the accommodation (building), as well as the optimization of the use of the bed capacity of the student halls of residence.

Third part

Accommodation capacities and reserves

Art. 11

General principles

1. The total accommodation capacity of the student halls of residence is updated annually no later than March 31 of the respective year.

Art. 12

Accommodation reserves

1. The number of reserved places will be determined annually by the rector of the university by April 30 of the respective year. Proposals for drawing accommodation places from the rector's reserve are submitted by the chairmen of the Council for Artistic Activities and the Council for Sports Activities by March 31 of the respective year.
2. In the case of students who have seriously and repeatedly violated the rules of the SDC UP, the rector's reserve will not be assigned. The list of students who seriously violated the house rules of SDC UP will be compiled by the director of SDC UP and provided to the rector of UP.

Art. 13

Accommodation capacities

1. For students of the 1st year of the BA. full-time study and 1st year Ph.D. students, 45% of the accommodation capacities will be allocated to full-time studies at the university.
2. For students of the 2nd and 3rd year of the BA. study, 1st and 2nd year MA. study, and for 2nd to 4th year Ph.D. students, 55% of the accommodation capacity is allocated to full-time studies at the university.

The fourth part

Criteria for assessing applications for accommodation

Art. 14

Established criteria

1. Applications are evaluated according to the criteria set out below in points 2 - 9 and that is the sum of the set points.
2. Pass for the previous two semesters.
 - a) The student is awarded points for the arithmetic mean of the last two completed semesters preceding the semester in which the student applies for the accommodation. For a student who is studying in the 1st year of the BA. study, the average for only one completed semester is taken into account,
 - b) For a single-major student, points are calculated according to the relationship: $\text{number of points} = 60 - (\text{arithmetic mean} - 1) \times 40$,
 - c) 10 points will be added to the number of points obtained according to point b) for a student of a double-major study,
 - d) the number of points is rounded to a whole number,
 - e) no points are awarded for the arithmetic mean of 2.50 and above.
3. Distance from the place of permanent residence.
 - a) Points for the distance from the place of permanent residence are calculated according to the relationship: $\text{number of points} = (\text{distance from the place of permanent residence in km} \times 0.45) - 12$,
 - b) points are not awarded for a distance from the place of permanent residence of less than 36 km,
 - a) the maximum number of points that a student can get for a given criterion is 60 points.
4. 70 points are assigned to a full-time doctoral student.
5. Social conditions.
 - a) a student who is an orphan is assigned 70 points,
 - b) 70 points are assigned to a student who holds a severe health disability card,
 - c) a student who is a half-orphan is assigned 35 points,
 - d) a student who holds a social scholarship is assigned 25 points,
 - e) a student whose both parents receive a full disability pension will be assigned 25 points,
 - f) a student whose parent receives a full disability pension will be assigned 15 points,
 - g) the student is obliged to document the relevant documents directly in the application in electronic form by scanning the required documents, art. 4 par. 2, by which he confirms the truth of the ratios stated in points 5 a) - f),
 - h) the student will be granted only one of the options listed in point 5 a)-f), even if he meets the conditions in several points 5 a)-f),
6. Student activities.
 - a) a student who is a member of the academic senate of the university or faculty, a member of the Student Halls of Residence Council, or a member of the Student Council of universities, will be assigned 50 points,
 - b) a student who is a member of the Student Order Service is assigned 40 points,

- c) a student who is a member of the Boarding Radio Studio is assigned 30 points,
 - d) a student who is a member of Medialka TV will be awarded 30 points,
 - e) the student will be granted only one of the options listed in point 6 a) - d), even if he meets the conditions in several points,
 - f) the number of students to whom the number of points assigned in point 6 c) is at most 8 and in point d) is at most 8,
 - g) to a student who has completed student university professional activity min. at the national level and placed in 3rd place, 20 points will be awarded,
 - h) a student who cooperated with the student Halls of Residence and Canteen UP and the Student Halls of Residence Council UP in activities organized by them will be awarded 20 points,
 - i) the student is obliged to document the relevant documents directly in the application in electronic form by scanning the required documents, art. 4 par. 2, by which he confirms the truth of the ratios stated in points a) - e), g) - i).
- 7. A student who does not submit the relevant documents confirming the truth of the ratios in points 5 and 6 by the specified deadline will have the number of points that they stated in the given points deducted.
 - 8. A student who has violated the house rules will be deducted 40 points for each such violation, and 50 points will be deducted for repeated violations.

Art. 15

Foreign students

- 1. Foreign students - self-payers are allocated accommodation based on a request for accommodation in the student halls of residence.
- 2. Foreign students with a foreign Slovak card are accommodated based on the criteria according to Article 14 of these accommodation regulations.
- 3. Foreign students studying in the Slovak language are accommodated based on the criteria according to Article 14 of these accommodation regulations.

The fifth part

Final provisions

Art. 16

- 1. This accommodation policy was discussed in the Academic Senate of the University of Presov on February 17, 2023.
- 2. The Accommodation Regulations of the Student Halls of Residence and Canteen of the University of Presov dated April 26, 2022, are cancelled.

3. The accommodation regulations become valid and effective on the day they are issued by the rector of the university.

Presov, February 17, 2023

dr. hc prof. PhDr. Peter Kónya, PhD.
the rector