

STUDENT DORMITORY AND CANTEEN HOUSE RULES

ARTICLE 1 - Introductory Provisions

1. In accordance with *Section 98 of Act No. 131/2002 on Higher Education*, as amended, and *Article 19 of the Statute of the Prešov University*, the Student Dormitory and Canteen (hereinafter referred to as the “student dormitory”) is a purpose-oriented facility providing accommodation and catering services for students of the Prešov University in Prešov (hereinafter referred to as the “university”).
2. The primary mission of the student dormitory is to provide accommodation and to dining facilities for students enrolled in full-time study programs at the university.
3. The student dormitory provides appropriate conditions for:
 - a) the study and rest of students,
 - b) the development of cultural, social, and sports life,
 - c) the development of extracurricular activities of resident students.
4. The regulations governing university premises also apply to student dormitories.

ARTICLE 2 - Management of the dormitory

1. The student dormitory is managed by the student dormitory’s staff.
2. The Director of the student dormitory reports to the university rector on the dormitory’s activities and operations, particularly in ensuring suitable conditions for students’ accommodation and independent study, in accordance with the organizational rules of both the university and the student dormitory.
3. The Director is advised by the director Council (hereinafter referred to as the “Director’s Council”), composed of:
 - a) the Director of the Student Dormitory,
 - b) the Coordinator of the Administrative and Economic Affairs Unit,
 - c) the Coordinator of the Operational and Technical Affairs Unit,
 - d) the Chairperson of the Student Dormitory Council.
4. The Director of the Student Dormitory is an independent decision-making authority on matters concerning the management of the student dormitory, in accordance with *Article 5 of the student dormitory’s organizational regulations*.
5. The Director of the Student Dormitory may delegate part of his decision-making powers to the members of the Director’s Council, who shall bear full responsibility for the delegated powers.

ARTICLE 3 - Student Dormitory Council

1. The *Student Dormitory Council* is a body of student self-government that represents all students accommodated in the student dormitory facilities.
2. The functions, activities, competences, and responsibilities of the *Student Dormitory Council* are governed and defined by its Statute.

ARTICLE 4 - Conditions and Methodology of Accommodation in the Student Dormitory

The conditions and methodology of accommodation in the student dormitory are governed by the Accommodation Regulations of the Student Dormitory and Canteen (hereinafter referred to as the "Accommodation Regulations").

ARTICLE 5 - Placement of Students in the Student Dormitory

1. The placement of students in dormitories is carried out through *MAIS*, the electronic reservation system. A student who has been assigned accommodation, i.e. whose accommodation request in the system has been accepted, is obliged to reserve a bed.

Bed reservations are available during a specific time period; after this period, room reservation is no longer possible. If a student has indicated a request for a permanent bed in the accommodation application, the system automatically creates a reservation for the room specified in the request. If the student does not reserve a room within the designated time period, accommodation will be assigned without entitlement to room selection.

2. Student accommodation in the student dormitory is carried out according to the accommodation schedule published on the website. In setting accommodation dates, the student dormitory cooperates with the faculties' study departments and seeks to align the dates with study enrolment periods.
3. The Accommodation Bureau completes the accommodation process for students, from the registration of accommodation documents to the issuance of an accommodation card and the handover of keys.
4. The accommodation provider is entitled to change the assigned accommodation place (bed) and allocate another one in the event of operational necessity. Operational necessity means the need for repairs or reconstruction of the accommodation premises (building), as well as the optimization of the use of the dormitory's bed capacity.
5. Student's accommodation must be implemented in accordance with hygiene principles:
 - a) female and male students shall be accommodated on separate floors or in separate sections, in separate rooms and housing units;
 - b) separate sanitary facilities must be provided for female and male students.

ARTICLE 6 - Conditions for hosting guests

1. During the academic year, in exceptional cases, students from other higher education institutions, students enrolled in other forms of study, university guests, and family members of students may also be accommodated in the student dormitory facilities, provided that the accommodation of students referred to in Article 1(2) is not restricted.
2. The provision of accommodation in the student dormitory to these persons shall be decided by the Director of the Student Dormitory or by employees authorized by the Director. The fee for such accommodation shall be determined by the Director of the Student Dormitory in accordance with the applicable regulations.
3. During the vacation period, students of the university and students of other higher education institutions participating in exchange programmes, students undertaking professional internships or study visits, and other students accommodated on a short-term basis for other reasons may be accommodated in the student dormitory. The provision of accommodation shall be decided in accordance with paragraph 2.
4. By the deadline for the placement of students pursuant to *Article 5(2)* in the new academic year, all rooms used during the vacation period must be available. This does not apply to rooms reserved for the accommodation of other persons, i.e. guest rooms.

ARTICLE 7 - Termination of Accommodation

1. The entitlement to accommodation ceases:
 - a) if the student fails to pay the reservation fee within the prescribed deadline.
 - b) if the student does not check-in at the time specified in the approved accommodation schedule without a valid reason, or if another person does not check in on their behalf.
2. Accommodation terminates:
 - a) upon the expiration of the period specified in the accommodation contract;
 - b) upon withdrawal from the accommodation contract;
 - c) upon completion, interruption, exclusion from, or termination of studies;
 - d) upon transfer to another higher education institution;
 - e) upon cancellation of the accommodation contract in cases where the student:
 - ea) has violated these House Rules or internal regulations of the student dormitory;
 - eb) has violated the principles of cohabitation;
 - ec) has engaged in disorderly conduct, caused injury, or damaged the property and facilities of the student dormitory;

ed) despite repeated warnings, fails to comply with the rules in the assigned room, adjacent areas, and common areas;

ee) has not paid accommodation fees for more than three months;

ef) has not compensated for damage caused by their actions within the prescribed deadline;

eg) has violated safety, fire, or hygiene regulations, thereby endangering the life or health of accommodated students;

eh) repeatedly allowed illegal accommodation of a person without an accommodation card or authorization;

ei) repeatedly consumes alcoholic beverages, narcotics, or psychotropic substances in accommodation premises and, under their influence, violates the rules of proper conduct and cohabitation in the dormitory;

ej) moves into a room other than the one assigned without the knowledge of the Accommodation Office;

ek) repeatedly disregards the dormitory smoking ban and applicable non-smoking laws;

el) physically or verbally attacks staff assigned to the student dormitory, members of the *Dormitory Council* and its bodies, or other accommodated students in a particularly gross manner;

em) has not use the assigned accommodation for a long period without a valid reason.

3. The Director of the Student Dormitory may decide the cancellation or conditional cancellation of accommodation by delivering a written decision to the student. The student may appeal the decision on accommodation cancellation to the Director of the Student Dormitory within three days of its delivery. The appeal shall be finally decided by the Rector of the university within three days of receipt of the appeal.

4. The Chair of the Student Dormitory Council has the right, based on the Council's decision, to submit a proposal to the Director of the Student Dormitory for the cancellation of accommodation.

5. The student is obliged to leave the student dormitory within three days from the date the decision becomes final. An exception applies only to foreign students, for whom this period is seven working days.

ARTICLE 8 - Rights and Obligations of Students Accommodated in the Student Dormitory

1. An accommodated student has the right:

- a) to be assigned a room with basic equipment consisting of furniture, a bed cover with a pillow, and bed linen,
- b) to the maintenance of the accommodation space and the equipment located therein, which must be provided by the dormitory as quickly as possible,
- c) to regular replacement of bed linen in accordance with applicable hygiene standards,
- d) to use common areas and facilities of the student dormitory and to participate in events held in the dormitory,
- e) to receive visitors in accordance with *Article 9(5)–(9)* of these house rules,
- f) to use permitted consumer electronic devices,
- g) to protection of privacy and personal property in the accommodation premises,
- h) to submit proposals and comments regarding all matters of life in the student dormitory to the *Student Dormitory Council* or, through it, to the Director of the student dormitory or the operations manager. The student has the right to receive a response regarding the handling of submitted proposals and comments.

2. An accommodated student is obliged:

- a) upon moving into the student dormitory, to present an identity card to the accommodation officer and members of *the Student Dormitory Council* (foreign students must present a passport or residence permit),
- b) to stay exclusively in the assigned room,
- c) to comply with these house rules, *the statutes of the Student Dormitory Council*, as well as other internal regulations of the student dormitory and its organizational units,
- d) to follow the instructions of the director of the student dormitory, building managers, or members of *the Student Dormitory Council*,
- e) to observe principles of coexistence and decent behaviour,
- f) to maintain cleanliness and order in the assigned room and adjacent areas through individual cleaning,
- g) to maintain cleanliness and order in common areas, to take care of dormitory equipment, and to save electricity and water,
- h) to pay the accommodation fee and any penalties for late payment as stated in the rental contract,
- i) when entering the dormitory building, to present an accommodation card upon request,
- j) at any time, upon request of the dormitory director, building managers, receptionist, a member of the *Student Dormitory Council* and its organizational units (Student Dormitory

Security Service), or another authorized dormitory employee, to present a valid accommodation card,

k) not to obstruct the performance of official duties of authorized employees working in the student dormitory, members of the *Student Dormitory Council*, or members of its organizational units.

l) to make the room accessible for inspection of inventory, hygiene, and compliance with the house rules by the director of the student dormitory, building managers, or employees authorized by them working in the student dormitory,

m) to comply with hygiene, fire safety, and security regulations,

n) to compensate for any damage caused within the specified deadline,

o) to immediately report any identified defects in room equipment or adjacent areas to the building managers,

p) when leaving the room, to close windows, check water taps, switch off electrical appliances, and lock the room,

q) not to lend the accommodation card or room keys,

r) to follow the instructions of the doctor and hygiene officer. If a doctor places the student in an isolation room due to illness, the student may not leave it or receive visitors without the doctor's consent,

s) to secure personal belongings against theft,

t) upon termination of accommodation, to hand over a cleaned room in its original condition without damage to the interior or accessories,

u) to observe the ethics of coexistence, mutual respect, and tolerance toward roommates and staff of the student dormitory.

3. Accommodated students must not:

a) damage or destroy the property and equipment of the student dormitory or engage in disorderly conduct,

b) disturb other students, especially during quiet hours at night,

c) provide accommodation in the room to a person who is not accommodated in the student dormitory,

d) throw objects or rubbish out of windows or balconies,

e) move to a room other than the one assigned without the consent of the accommodation office,

- f) move dormitory equipment from rooms or between rooms without the consent of the coordinator of operational and technical activities or the person responsible for it,
- g) interfere with any type of installation (electrical wiring, internal communication systems, computer network – internet connection),
- h) use or distribute illegal software,
- i) violate copyrights to protected works, for example by illegal distribution of films or music,
- j) engage in activities within the computer network that prevent other users from properly using the network, for example by overloading network elements, spreading computer viruses, or attempting unauthorized access to network components,
- k) attempt to obtain access rights or privileged status that has not been legally assigned,
- l) misuse the computer network; the students bear full responsibility for activities carried out within the university computer network and other networks accessible through it,
- m) change network configuration settings or arbitrarily install new hardware or software that negatively affects network operation,
- n) fail to comply with the rules applicable in other networks when communicating through the university computer network,
- o) use the computer network to disseminate information contrary to the law,
- p) receive visitors outside designated visiting hours,
- q) consume alcoholic beverages in the accommodation premises of the student dormitory,
- r) bring in, possess, use, or distribute drugs, narcotic, or psychotropic substances,
- s) carry, possess, or use any kind of weapons, ammunition, or their parts in all buildings and areas of the student dormitory,
- t) enter the premises through entrances other than the main entrance,
- u) use prohibited electrical appliances,
- v) remove dishes and equipment from the dining hall,
- w) smoke in the premises of the student dormitory and violate applicable non-smoker protection laws,
- x) bring and keep animals in the dormitory premises (this restriction does not apply to aquariums/aquarium keeping),
- y) change the lock cylinder of the assigned room without prior consent of the accommodation office,
- z) carry out commercial activity in the premises of the student dormitory,

aa) carry out activities of political parties or movements.

4. Violations of these house rules shall be addressed in accordance with the *Disciplinary Regulations for Students of the University of Prešov in Prešov*.

ARTICLE 9 - Internal Rules of the Student Dormitory

1. The dormitory facilities open daily at 5:00 a.m.

2. The dormitory facilities close daily at 12:00 midnight.

3. After closing time, the facilities are opened at the following intervals:

1:00 – 1:15 a.m.

2:00 – 2:15 a.m.

3:00 – 3:15 a.m.

4:00 – 4:15 a.m.

4. Quiet hours in the student dormitory are set from 10:00 p.m. to 6:00 a.m.

5. Entry to the building:

a) University of Prešov student accommodated in the student dormitory: each accommodated student at the University of Prešov, after activation of the ISIC card (student ID card), is permitted entry to the accommodation section of the dormitory where they are housed. After placing the card on the reader, the student has unlimited entry and exit from the accommodation section.

b) University of Prešov student not accommodated in the dormitory and University of Prešov employee: a student or employee of the University of Prešov who is not accommodated in the given accommodation facility must request the receptionist at the gatehouse to activate time-limited access to the accommodation area. After placing the card (ISIC card or employee ID) on the reader, only time-limited entry and exit from the accommodation area is permitted.

c) Accommodated guest, student of another university, parent of a student, or other external person: must request a time-limited guest card for the accommodation area from the receptionist at the gatehouse. Issuance of a guest card is conditional upon presentation of an identity card or passport of the visitor. After placing the guest card on the reader, only time-limited entry and exit from the accommodation area is permitted. Upon the last exit from the accommodation area, the guest card must be inserted into the card collector.

6. Visits may be received **in designated visiting areas and common spaces between 8:00 a.m. and 10:00 p.m.**, and **in rooms between 10:00 a.m. and 10:00 p.m.**, under the following conditions:

a) Entry of visitors: every accommodated person has the right to bring a visitor into the dormitory premises; however, the visitor must always be accompanied by the accommodated person.

b) Arrival and departure of visitors: the accommodated person must personally meet their visitor at the entrance to the building (e.g., at reception or the main entrance) and escort them to the exit at the end of the visit. The visitor may not remain in the dormitory premises without supervision by the accommodated person.

c) Visitor registration: upon arrival of a visitor, the accommodated person is obliged to report their presence at the gatehouse or another designated location. Visits may only be permitted within designated visiting hours and after verification of proper identification.

d) Responsibility: the accommodated person bears full responsibility for the behaviour and actions of their visitor throughout the entire duration of the visit within the dormitory premises. In case of violation of the house rules, the accommodated person may be held responsible for the consequences.

e) The duty receptionist has the right to **deny entry to visitors after 9:45 p.m.**

7. Members of *the Student Dormitory Council* and members of its organizational units have the right of unrestricted entry to dormitory facilities when carrying out inspections of compliance with house rules; provisions concerning visitors do not apply to them.

8. A visitor who refuses to properly register at the reception may be denied entry or expelled from the student dormitory building by the receptionist.

ARTICLE 10 - General Provisions

1. These House Rules are complemented by *the Accommodation Regulations of the Student Dormitory and Canteen* and the *Statute of the Student Dormitory Council of the Student Dormitory and Canteen*.

2. The regulations referred to in paragraph 1 are part of the university's regulatory framework.

3. Serious violations of the House Rules by accommodated students shall be treated as a disciplinary offense in accordance with *the Disciplinary Regulations of Prešov University in Prešov for Students*.

4. These House Rules apply to all accommodated students, persons authorized to reside in the dormitory, and visitors.

5. Members of the Police Corps may enter the student dormitory facilities only in exceptional cases and with the consent of the Director of the Student Dormitory or the building administrator.

ARTICLE 11 - Final Provisions

1. These House Rules were discussed and approved by *the Academic Senate of Prešov University*, in Prešov on 4 November 2024.
2. The *House Rules of the Student Dormitory and Canteen of Prešov University in Prešov* dated 26 May 2020 are hereby cancelled and replaced.
3. These House Rules shall enter into force and effect on the date of their issuance by the Rector of the university.

Prešov, 4 November 2024

Dr. h. c. prof. PhDr. Peter Kónya, PhD.

Rector