

UNIVERSITY OF PRESOV

**STUDENT HALLS OF RESIDENCE AND
CANTEEN**

HOUSE RULES

**of the Student Halls of Residence and
Canteen**

2024

HOUSE RULES OF THE STUDENT HALLS OF RESIDENCE AND CANTEEN

Art. 1 Introductory Provisions

1. In accordance with § 98 of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, and pursuant to Article 19 of the Statute of the University of Presov (hereinafter referred to as the “Statute”), the Student Halls of Residence and Canteen (hereinafter referred to as the “Student Halls of Residence”) are a specialized facility providing accommodation and meals for students of the University of Presov (hereinafter referred to as the “University”).
2. The primary mission of the Student Halls of Residence is to provide accommodation and meals for full-time students at the University.
3. The Student Halls of Residence create conditions:
 - a) for independent study and relaxation for resident students,
 - b) for the development of cultural, social, and athletic activities,
 - c) for the development of extracurricular activities for resident students.
4. The provisions regarding the rights of the academic community apply to the Student Halls of Residence.

Art. 2 Student Accommodation Management

1. The Student Halls of Residence are managed by the residence administration.
2. The Director of the Student Halls of Residence is responsible to the Rector of the University for the activities and operation of the Student Halls of Residence, in particular for ensuring conditions for the accommodation and independent study of resident students, within the scope defined by the University’s organizational regulations and the organizational regulations of the Student Halls of Residence.
3. The advisory body to the Director of the Student Halls of Residence is the Director’s Council, which consists of:
 - a) the Director of the Student Halls of Residence,
 - b) the coordinator of the administrative and financial affairs department,
 - c) the coordinator of the operational and technical activities department,
 - d) the chairperson of the Student Halls of Residence Council.

4. The Director of the Student Halls of Residence has the authority to make independent decisions on matters concerning the operation of the Student Halls of Residence in accordance with Article 5 of the Student Halls of Residence's rules and regulations.
5. The Director of the Student Halls of Residence may delegate part of his or her decision-making authority to members of the Director's Council, who shall be fully responsible for the delegated authority.
6. The Director of the Student Halls of Residence is accountable to the university Rector for his or her primary duties, i.e., student accommodation. He or she is accountable to the university Bursar for financial and operational matters.

Art. 3

Student Halls of Residence Council

1. The Student Halls of Residence Council of the Student Halls of Residence and Canteen (hereinafter referred to as the "Student Halls of Residence Council") is a body of student self-government that represents all students residing in the Student Halls of Residence facilities.
2. The functions, activities, powers, and responsibilities of the Student Halls of Residence Council are governed and defined by its Bylaws.

Art. 4

Terms and Conditions and Accommodation Policies for the Student Halls of Residence

1. The terms and conditions for accommodation in the Student Halls of Residence are governed by the Accommodation Rules of the Student Halls of Residence and Canteen (hereinafter referred to as the "Accommodation Rules").

Art. 5

Placement of Students in the Student Halls of Residence

1. Placement of the Student Halls of Residence is handled through the electronic reservation system in the MAIS system. A student who has been assigned accommodation that is, whose accommodation request in the system has the status "accepted" is required to reserve a bed. Bed reservations are available during a specific time window, which is published in the accommodation schedule; after this deadline, room reservations are no longer possible. If a student requested a permanent bed in their accommodation application, the system will automatically create a reservation for the room specified in their request. If a student does not reserve a room within the designated time window, accommodation will be assigned to them without the right to choose.

2. Student accommodation in the Student Halls of Residence is arranged according to an accommodation schedule approved by the committee and published on the website. To determine the dates for accommodation, the Student Halls of Residence work with the academic departments of the faculties and strives to align them with the dates for enrolment.
3. The Accommodation Office will complete the student accommodation process, from the registration of accommodation documents to the issuance of an accommodation ID card and the handover of the key.
4. The accommodation provider is authorized to change a student's accommodation assignment (bed) and assign a different one in the event of operational needs on the part of the accommodation provider. Operational needs include the necessity for repairs or renovation of the accommodation facility (building), as well as the optimization of bed capacity utilization in the Student Halls of Residence.
5. Student accommodation must be provided in accordance with hygiene principles:
 - a) male and female students are accommodated on floors, or parts thereof, in separate rooms and units,
 - b) separate sanitary facilities must be provided for male and female students.

Art. 6

Conditions for Providing Accommodation to Other Persons

1. During the academic year, in exceptional cases, students from other universities, students in other forms of study, university guests and family members of students may also be accommodated in the Student Halls of Residence, provided that this does not limit the accommodation of the students specified in Article 1(2) of these Student Halls of Residence rules.
2. The decision to provide accommodation in the Student Halls of Residence to these persons is made by the Director of the Student Halls of Residence or by employees authorized by them. The fee for such accommodation is set by the Director of the Student Halls of Residence in accordance with applicable guidelines.
3. During the vacation period, university students and students from other higher education institutions participating in exchange programs, students undertaking professional internships and field trips and students accommodated for other short-term reasons may be accommodated in the student halls of residence. Decisions regarding the provision of accommodation are made in accordance with paragraph 2.
4. By the deadline for placement of students under Article 5(2) of the Student Halls of Residence rules for the new academic year, all rooms used during the summer break must be available. This does not apply to rooms reserved for the accommodation of other persons, i.e., guest rooms.

Art. 7

Termination of Accommodation

1. The right to accommodation expires:
 - a) if the student fails to pay the reservation fee by the specified deadline,
 - b) if the student fails to move in without a valid reason and excuse by the time specified in the approved student accommodation schedule for the Student Halls of Residence, or if another person fails to check the student in based on an officially certified power of attorney.

2. The accommodation is terminated:
 - a) upon the expiration of the term specified in the accommodation agreement,
 - b) upon withdrawal from the accommodation agreement (in accordance with the current accommodation agreement),
 - c) upon completion of studies, interruption of studies, expulsion from studies, or abandonment of studies,
 - d) upon transfer to another university,
 - e) upon cancellation of accommodation in cases where the resident student:
 - ea) violates these accommodation rules and the internal regulations of the Student Halls of Residence,
 - eb) violates the principles of coexistence,
 - ec) commits disorderly conduct, causes bodily harm, or damages the property and facilities of the Student Halls of Residence,
 - ed) fails to maintain order in the assigned room and adjacent areas, as well as in common areas, despite repeated warnings,
 - ee) has not paid the accommodation fee for more than three months,
 - ef) has failed to pay for damage caused by their actions within the specified time limit,
 - eg) has violated safety, fire, and hygiene regulations and endangered the life and health of resident students,
 - eh) has repeatedly allowed illegal accommodation of a person who does not have an accommodation card or a residence permit,
 - ei) repeatedly consumes alcoholic beverages, narcotic drugs, and psychotropic substances in the accommodation premises and, under their influence, violates the principles of decent behaviour and coexistence in the student residence,
 - ej) arbitrarily and without the knowledge of the accommodation department moved into a room other than the one assigned,
 - ek) repeatedly fails to respect the smoking ban in the Student Halls of Residence and the applicable law on the protection of non-smokers,
 - el) physically or verbally attacks, in a particularly crude manner, employees assigned to the student halls of residence, members of the Student Halls of Residence Council and its bodies, or other resident students,
 - em) fails to use the assigned accommodation for an extended period without serious cause.

3. The Director of the Student Halls of Residence may decide to terminate accommodation, or to terminate it conditionally, by delivering a written decision to the student. The student may appeal the decision to terminate accommodation to the

Director of the Student Halls of Residence within three days of its delivery. The university Rector shall make a final decision on the student's appeal within three days of the date of delivery of the appeal.

4. The Chairperson of the Student Halls of Residence Council has the right, based on the Council's decision, to submit a proposal to the Director of the Student Halls of Residence to terminate the student's accommodation.
5. The student is required to vacate the Student Halls of Residence within three days of the decision becoming final. The only exception applies to international students, for whom this period is seven business days.

Art. 8

Rights and Responsibilities of Students Living in the Student Halls of Residence

1. A resident student has the right:
 - a) to be assigned a room with basic furnishings, consisting of furniture, a bedspread with a pillow and bedding,
 - b) to have the living space and its contents maintained, which must be provided by the Student Halls of Residence as soon as possible,
 - c) to have bed linens changed regularly in accordance with applicable hygiene standards,
 - d) to use the common areas and facilities of the Student Halls of Residence and to participate in events held at the student halls of residence,
 - e) to receive visitors in accordance with Article 9, paragraphs 5 through 9 of these House Rules,
 - f) to use permitted consumer electronics,
 - g) to protect their privacy and personal property within the accommodation premises,
 - h) to submit proposals and comments on all matters concerning life in the Student Halls of Residence to the Student Halls of Residence Council or, through it, to the Director of the Student Halls of Residence or the facility manager. At the same time, they have the right to receive a response regarding the resolution of submitted proposals and comments.
2. A resident student shall:
 - a) upon moving into the Student Halls of Residence, present their ID card (or, for international students, a passport or residence permit) to the accommodation officer and members of the Student Halls of Residence Council),
 - b) move in exclusively to the assigned room,
 - c) comply with these House Rules, the Bylaws of the Student Halls of Residence Council, as well as other internal regulations of the Student Halls of Residence and its organizational units,
 - d) follow the instructions of the Student Halls of Residence Director, building managers or members of the Student Halls of Residence Council,
 - e) observe the principles of coexistence and decent behaviour,

- f) maintain cleanliness and order in the assigned room and adjacent areas through individual cleaning,
- g) maintain cleanliness and order in common areas, take care of the Student Halls of Residence's facilities, and conserve electricity and water,
- h) pay the accommodation fee and late payment penalties as specified in the current accommodation contract,
- i) upon entering the Student Halls of Residence building, the student shall, if requested, present their accommodation card,
- j) at any time, upon request by the Director of the student halls of residence, building managers, the on-duty information officer, a member of the Student Halls of Residence Council, and a member of its organizational units (Student Halls of Residence Security Service), or any other authorized employee of the Student Halls of Residence, present a valid accommodation card,
- k) not to obstruct the performance of official duties by designated staff members assigned to the Student Halls of Residence, members of the Student Halls of Residence Council, and members of its organizational units,
- l) allow access to the room for inspections of inventory, hygiene, and compliance of the House Rules to the Director of the student halls of residence, building managers, or employees authorized by them and assigned to the Student Halls of Residence,
 - m) comply with hygiene, fire safety and security regulations,
 - n) compensate for any damage caused within the specified time limit,
 - o) immediately report any deficiencies found in the room's furnishings and adjacent areas to the building managers,
 - p) when leaving the room, close the windows, check the water, turn off electrical appliances, and lock the room,
 - q) not lend out their accommodation card or room keys,
 - r) follow the instructions of the doctor and health officer. If a student is placed in an isolation room by a doctor due to illness, they may not leave it without the doctor's consent, nor receive visitors,
 - s) secure their personal belongings against theft,
 - t) upon termination of accommodation, hand over the room in a clean and tidy condition, in its original state without damage to the interior or furnishings,
- u) observe the principles of coexistence, mutual respect and tolerance toward roommates and staff of the Student Halls of Residence.

3. A resident student shall not:

- a) damage or destroy the property and facilities of the Student Halls of Residence or engage in disorderly conduct,
- b) disturb other students, particularly during quiet hours,
- c) provide accommodation to another person in their room who is not a resident of the Student Halls of Residence,
- d) throw objects or waste out of windows or from balconies,
- e) move to a room other than the one assigned without the consent of the Accommodation Office,
- f) relocate furnishings of the Student Halls of Residence from rooms or between rooms without the consent of the coordinator of the Operations and Technical Services Department or the person responsible for them,

- g) tamper with any type of installation (electrical wiring, Student Halls of Residence student radio, computer network – internet connection),
- h) use and distribute illegal software,
- i) infringe copyrights to copyrighted works, e.g., through the illegal distribution of films or music,
- j) engage in any activity on a computer network that would prevent other users from using the network properly, e.g., by excessively overloading network components, spreading computer viruses, or attempting unauthorized access to network components,
- k) attempt to obtain access rights or a privileged status that has not been legally assigned to them,
- l) misuse the computer network, while bearing full responsibility for their activities on the university's computer network and on computer networks to which they have access via the university's computer network,
- m) change the configuration of network settings in the computer network and arbitrarily install new hardware and software, which negatively affects network operation,
- n) fail to comply with the rules applicable to other networks when communicating with them via the university's computer network,
- o) use the computer network to disseminate information that is contrary to the law,
- p) receive visitors outside of designated visiting hours,
- q) consume alcoholic beverages in the student halls of residence's living quarters,
- r) bring, possess, consume, or distribute drugs, narcotics, or psychotropic substances,
- s) carry, possess, or use any type of weapon, ammunition, or parts thereof in all buildings and areas of the student halls of residence,
- t) enter the premises through entrance other than the main entrance,
- u) use prohibited electrical appliances,
- v) remove dishes and equipment from the canteen,
- w) smoke on the premises of the Student Halls of Residence and violate the applicable law on the protection of non-smokers,
- x) bring and keep animals on the premises of the Student Halls of Residence (this restriction does not apply to aquariums),
- y) change the lock cylinder in the respective room without prior consent from the Accommodation Office,
- z) conduct commercial activities on the premises of the Student Halls of Residence,
- aa) conduct activities and events of political parties and movements.

4. Violations of the House Rules will be addressed in accordance with the Disciplinary Regulations of the University of Presov for students.

Art. 9

Internal Regulations of the Student Halls of Residence

1. The Student Halls of Residence facilities open daily at 5:00 a.m.
2. The Student Halls of Residence facilities close daily at midnight.
3. After closing time, they open 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 Halls of Residence are from 10:00 p.m. to 6:00 a.m.
5. Entry to the premises:
 - a) **UP students residing in Student Halls of Residence:** Once their card (UP student ID) has been activated, all UP students residing in Student Halls of Residence are granted access to the residential section of the Student Halls of Residence where they are staying. By swiping their card at the reader, they have unlimited access to enter and exit the residential section.
 - b) **UP students not residing in the Student Halls of Residence and UP employees:** UP students and employees who do not reside in the Student Halls of Residence must ask the receptionist at the front desk for temporary access to the Student Halls of Residence area. After swiping their card (UP student ID or UP employee ID) on the reader, only time-limited entry and exit from the residential area is permitted.
 - c) **Accommodated guests, students from other universities, parents of students and other visitors:** They must request a time-limited guest card for the accommodation area from the receptionist at the front desk. Issuance of a guest card is contingent upon the visitor presenting an ID card or passport. After swiping the guest card on the reader, only time-limited entry and exit from the residential area are permitted. Upon the final exit from the residential area, the guest card must be inserted into the card collector.
6. Visitors may be received in designated visitor areas and common areas between 8:00 a.m. and 10:00 p.m., and in rooms between 10:00 a.m. and 10:00 p.m., subject to the following conditions:
 - a) **Visitor entry:** Every resident has the right to bring a visitor onto the Student Halls of Residence premises; however, the visitor must always be accompanied by the resident.
 - b) **Arrival and departure of visitors:** The resident must personally greet their visitor upon entering the building (e.g., at the reception desk or main entrance)

and see them off to the exit at the end of the visit. Visitors may not remain on the Student Halls of Residence premises without the supervision of the resident.

- c) **Visitor registration:** Upon a visitor's arrival, the resident is required to report their presence at the front desk or another designated location. Visits may only be permitted during designated visiting hours and after verification of proper identification.
 - d) **Liability:** The resident bears full responsibility for the behaviour and actions of their visitor throughout the entire duration of the visitor's presence on the Student Halls of Residence premises. In the event of a violation of the House Rules, the resident may be held liable for the consequences.
 - e) The duty officer has the right to refuse entry to the building to visitors after 9:45 p.m.
7. Members of the Student Halls of Residence Council and members of its organizational units have the right of unrestricted access to the premises of the Student Halls of Residence when inspecting compliance with the House Rules and the provisions regarding visitors do not apply to them.
8. The receptionist has the right to refuse entry to a visitor who fails to properly register at the reception desk or to escort them out of the Student Halls of Residence building.
9. The Director of the Student Halls of Residence, the building manager, the duty receptionist, a member of the Student Halls of Residence Council or a member of its organizational units or other authorized employees assigned to the Student Halls of Residence have the right to inspect resident students to ensure they are not violating these House Rules.
10. Employees assigned to the Student Halls of Residence, members of the Student Halls of Residence Council, or members of its organizational units are permitted to enter assigned rooms only in the presence of the resident student, who must not obstruct the aforementioned persons in the performance of their official duties.
11. In the absence of a resident student, staff assigned to the Student Halls of Residence may enter the rooms in the following cases:
- a) inventory of property,
 - b) maintenance work,
 - c) emergencies involving technical equipment,
 - d) serious violations of the House Rules.
12. Resident students, university staff, guests and other diners are not permitted to enter the student canteen while dressed inappropriately.
13. It is not permitted to bring bicycles into the Student Halls of Residence or to enter on roller skates, electric scooters or electric unicycles.

Art. 10

General Provisions

1. These House Rules are supplemented by the Accommodation Rules for the Student Halls of Residence and Canteen and the Statute of the Student Halls of Residence Council of the Student Halls of Residence and Canteen.
2. The internal regulations referred to in paragraph 1 are part of the university's comprehensive accommodation system.
3. Serious violations of the House Rules by resident students will be treated as disciplinary offenses under the Disciplinary Regulations of the University of Presov for students.
4. These House Rules apply to all resident students, as well as to persons authorized to stay in the Student Halls of Residence and to visitors.
5. Members of the Police Force have the right to enter the Student Halls of Residence only in exceptional cases and only with the consent of the Director of the Student Halls of Residence or the building manager.

Art. 11

Final Provisions

1. These House Rules were discussed by the Academic Senate of the University of Presov on November 4, 2024.
2. The House Rules of the Student Halls of Residence and Canteen of the University of Presov dated May 26, 2020, are hereby repealed.
3. These House Rules shall enter into force and take effect on the date of their issuance by the Rector of the University.

Prešov, November 4, 2024

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

Rector