

UNIVERSITY OF PREŠOV
STUDENT HALLS OF RESIDENCE AND CANTEEN

ACCOMMODATION REGULATIONS
of the Student Halls of Residence and Canteen

2025

ACCOMMODATION REGULATIONS

of the Student Halls of Residence and Canteen

First part

Introductory provisions

Art. 1

1. In accordance with Section 98 of Act no. 131/2002 Coll. on higher education and on the amendment and supplementation of certain acts, as amended, and pursuant to Article 19 of the Statute of the University of Prešov, the Student Halls of Residence and Canteen (hereinafter referred to as the "student halls of residence") are purpose-built facilities providing accommodation for students of the University of Prešov (hereinafter referred to as "university").

Second part

Accommodation process

Art. 2

Provision of accommodation

2. Accommodation is provided in individual residence facilities 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 "Bachelor's student") or a master's study program (hereinafter also "Master's student") at the university in the full-time form of study,
 - b) is a student of a PhD study program (hereinafter also "PhD student") at the university in the full-time form of study,
 - c) the applicant's permanent residence is not in the same city as the university or the 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 shall attach the necessary documents directly to the application in electronic form, by scanning the required documents.
3. The preliminary number of points that the student receives after applying for accommodation can be adjusted by the accommodation department in accordance with Art. 14 point 7 and point 8. The resulting number of points will be verified through the accommodation application 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 "committee") appointed by the rector of the university and published 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 (hereinafter referred to as "websites").

The committee consists of the following members:

- a) a member delegated by the rector of the university, who becomes the chairman of the committee,
 - 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. Committee members must be delegated no later than 7 days before the first meeting of the committee. 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 committee takes decisions by a majority vote of all members; in case of a tie vote, the vote of the chairman of the committee is decisive.
7. The committee is responsible for its activities to the rector of the university.

Art. 5 Processing of 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 be assessed and evaluated in the MAIS system based on valid criteria. The decision on the allocation of accommodation is approved by the committee.
3. According to the approved dates regarding the organization of accommodation (Article 8) (hereinafter referred to as "accommodation schedule"), the accommodation office will ensure the publication of a notice on the results of the assessment of applications on the website.
4. The committee meets at least three times:
 - a) in connection with the review of the applications submitted by students progressing to the second and third year of the Bachelor's degree programme, the first and second year of the Master's degree programme, and the second to fourth year of the PhD programme,
 - b) in connection with the review of the applications submitted by incoming first-year Bachelor's students and incoming first-year PhD students,
 - c) in connection with the review of the applications submitted by additionally admitted first-year Bachelor's 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 payment deadline, and the accepted payment methods are determined by the committee and published on the official websites. If the student does not pay the reservation fee by the specified deadline, their right to accommodation will expire. The reservation fee will be deducted from the student's first rent payment in the following academic year. If a student has been allocated accommodation in the student halls of residence and has paid the reservation fee but does not reside there in the following academic year without a valid reason, the reservation fee will **not** be refunded. The reservation fee will only be refunded if the student cancels their studies. To request a refund, the student must submit a written application within 30 days from the occurrence of the relevant event that justifies the refund. The director of the student halls of residence will make the final decision regarding the refund of the reservation fee.

Art. 6
Submission of objections against the decision

1. If the evaluated application 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 schedule.
3. The student shall attach the required documents to the objection in electronic form by uploading scanned copies.
4. A student may object on the following grounds:
 - a) an incorrectly stated number of points earned,
 - b) failure to take into account relevant facts when submitting an application,
 - c) a change in relevant facts that was not apparent at the time of submitting the application,
 - d) social circumstances or activities not listed in Article 14, points 5 and 6.

Any other objections are irrelevant, and will not be considered by the commission.

Art. 7
Processing objections

1. The committee decides on the acceptance or rejection of the objection.
2. The committee meets at least twice:
 - a) in connection with the review of the objections submitted by students progressing to the second and third year of the Bachelor's degree programme, the first and second year of the Master's degree programme, and the second to fourth year of the PhD programme,
 - b) in connection with the review of the objections submitted by incoming first-year Bachelor's students and incoming first-year PhD students.
3. In accordance with the conclusions of the committee, the accommodation department will mark the related application as accepted in the system MAIS.
4. It is not possible to file an objection against the committee'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 website.

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 office.

Art. 10

Allocation of students

1. The allocation of students to 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 make a bed reservation. The reservation of beds is made available in a certain time interval, which is published in the schedule of 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 application, the system will automatically create a reservation for the room specified in the application. If the student does not make a reservation within the designated time interval, 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 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 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 provider of accommodation is entitled to change the reservations in the case of the provider'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 house rules of the student residence halls, the rector's reserve will not be assigned. The list of students who have seriously violated the house rules will be compiled by the director of the student residence halls and submitted to the rector of the university.

Art. 13

Accommodation capacities

1. 45% of the accommodation capacity is allocated to first-year full-time Bachelor's students and first-year full-time PhD students.
2. 55% of the accommodation capacity is allocated to second- and third-year full-time Bachelor's students, first- and second-year full-time Master's students, and second- to fourth-year full-time PhD students.

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 - 8 and that is the sum of the set points.
2. Grade average for the previous two semesters.
 - a) Students is awarded points for the grade average of the last two completed semesters preceding the semester in which the student applies for the accommodation. Regarding 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) student is awarded points in accordance with Annex No. 1 of the Accommodation Regulations
 - c) 15 points will be added to the number of points obtained according to point b) for a student of a double-major study,
 - d) no points are awarded for the arithmetic mean of 2.60 and above.
 - e) the maximum number of points that a student can obtain for a given criterion is 80 points
3. Distance from the place of permanent residence.
 - a) points for distance from the place of permanent residence are awarded in accordance with Annex No. 2 of the Accommodation Regulations,
 - b) points are not awarded for a distance from the place of permanent residence of less than 39 km,
 - c) the maximum number of points that a student can obtain for a given criterion is 40 points.
4. 80 points are awarded to a full-time PhD student.
5. Social conditions.
 - a) a student who is an orphan is awarded 80 points,
 - b) 80 points are awarded to a student who holds a disability card,
 - c) a student who is a half-orphan is awarded 45 points,
 - d) a student who is a recipient of a social scholarship is awarded 35 points,
 - e) a student whose both parents receive a full disability pension will be awarded 35 points,
 - f) a student whose parent receives a full disability pension will be awarded 25 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 accuracy of the information 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, is awarded 60 points,
 - b) a student who is a member of the Student Order Service is awarded 50 points,
 - c) a student who is a member of the Dormitory Radio Studio is awarded 40 points,
 - d) a student who is a member of Mediálka TV will be awarded 40 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 awarded in point 6 c) and d) is at most 8,
 - g) a student who has completed student university professional activity (ŠVOČ) at the national level and placed in the 3rd place minimum is awarded 25 points,
 - h) a student who has participated in activities organized by the Student Halls of Residence and the Student Halls of Residence Council is awarded 25 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 accuracy of the information stated in points a) - d), g) - h).
7. A student who does not submit the relevant documents confirming the accuracy of the information stated 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 30 points for each such violation, and 40 points will be deducted for repeated violations.

Art. 15 Foreign students

1. Foreign students - self-payers are allocated accommodation based on an application for accommodation in the student halls of residence.
2. Foreign students with a foreign Slovak card are accommodated based on the criteria according to the Article 14 of these accommodation regulations.
3. Foreign students studying in the Slovak language are accommodated based on the criteria according to the 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 Prešov on March 17, 2025.
2. The Accommodation Regulations of the Student Halls of Residence and Canteen of the University of Prešov dated August 31, 2023, are cancelled.
3. The accommodation regulations become valid and effective on the day they are issued by the rector of the university.

Prešov, March 17, 2025

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

Rector

**Annex no. 1 to the Accommodation Regulations of the Student Halls of Residence and
Canteen of the University of Prešov**

Scoring of the criterion: academic grade average (Article 14, point 2)

Academic average	Points awarded		Academic average	Points awarded
1,00 - 1,01	80		1,82 - 1,83	39
1,02 - 1,03	79		1,84 - 1,85	38
1,04 - 1,05	78		1,86 - 1,87	37
1,06 - 1,07	77		1,88 - 1,89	36
1,08 - 1,09	76		1,90 - 1,91	35
1,10 - 1,11	75		1,92 - 1,93	34
1,12 - 1,13	74		1,94 - 1,95	33
1,14 - 1,15	73		1,96 - 1,97	32
1,16 - 1,17	72		1,98 - 1,99	31
1,18 - 1,19	71		2,00 - 2,01	30
1,20 - 1,21	70		2,02 - 2,03	29
1,22 - 1,23	69		2,04 - 2,05	28
1,24 - 1,25	68		2,06 - 2,07	27
1,26 - 1,27	67		2,08 - 2,09	26
1,28 - 1,29	66		2,10 - 2,11	25
1,30 - 1,31	65		2,12 - 2,13	24
1,32 - 1,33	64		2,14 - 2,15	23
1,34 - 1,35	63		2,16 - 2,17	22
1,36 - 1,37	62		2,18 - 2,19	21
1,38 - 1,39	61		2,20 - 2,21	20
1,40 - 1,41	60		2,22 - 2,23	19
1,42 - 1,43	59		2,24 - 2,25	18
1,44 - 1,45	58		2,26 - 2,27	17
1,46 - 1,47	57		2,28 - 2,29	16
1,48 - 1,49	56		2,30 - 2,31	15
1,50 - 1,51	55		2,32 - 2,33	14
1,52 - 1,53	54		2,34 - 2,35	13
1,54 - 1,55	53		2,36 - 2,37	12
1,56 - 1,57	52		2,38 - 2,39	11
1,58 - 1,59	51		2,40 - 2,41	10
1,60 - 1,61	50		2,42 - 2,43	9
1,62 - 1,63	49		2,44 - 2,45	8
1,64 - 1,65	48		2,46 - 2,47	7
1,66 - 1,67	47		2,48 - 2,49	6
1,68 - 1,69	46		2,50 - 2,51	5
1,70 - 1,71	45		2,52 - 2,53	4
1,72 - 1,73	44		2,54 - 2,55	3
1,74 - 1,75	43		2,56 - 2,57	2
1,76 - 1,77	42		2,58 - 2,59	1
1,78 - 1,79	41		2,60 - 4,00	0
1,80 - 1,81	40			

**Annex no. 2 to the Accommodation Regulations of the Student Halls of Residence and
Canteen of the University of Prešov**

Scoring of the criterion: distance from the place of permanent residence (Article 14, point 3)

Number of kilometers	Points awarded
0 - 39	0
40 - 42	1
43 - 45	2
46 - 48	3
49 - 51	4
52 - 54	5
55 - 57	6
58 - 60	7
61 - 63	8
64 - 66	9
67 - 69	10
70 - 72	11
73 - 75	12
76 - 78	13
79 - 81	14
82 - 84	15
85 - 87	16
88 - 90	17
91 - 93	18
94 - 96	19
97 - 99	20
100 - 102	21
103 - 105	22
106 - 108	23
109 - 111	24
112 - 114	25
115 - 117	26
118 - 120	27
121 - 123	28
124 - 126	29
127 - 129	30
130 - 132	31
133 - 135	32
136 - 138	33
139 - 141	34
142 - 144	35
145 - 147	36
148 - 150	37
151 - 153	38
154 - 156	39
157 - 9999	40