



## **FULL TEXT of Directive No. 163**

elaborated on 13 March 2023

### **ACCOMODATION RULES OF ACCOMODATION FACILITIES UNIZA**

Discussed by: -

Approved by: Rector on 13 March 2023

Effective from: publication

## **Part 1**

### **Basic Provisions**

1. Accommodation facilities of the University of Žilina (hereinafter referred to as “AF”) are facilities used for providing accommodation services for students and UNIZA employees as well as other persons under the stated conditions. AF are part of UNIZA.
2. AF are part of the campus. The scope of academic rights and freedoms, their use and the inviolability of the campus are regulated by Section 4 of Act No. 131/2002 Coll. on Higher Education and on the Change and Supplement to some acts as amended (hereinafter called “Higher Education Act”).
3. UNIZA has these AF:
  - a) accommodation facility Veľký Diel (hereinafter referred to as “AFVD”),
  - b) accommodation facility Hliny V (hereinafter referred to as “AFH”),
4. The mission of AF is:
  - a) to provide accommodation and related services to full-time students,
  - b) to provide short-time accommodation and related services to:
    - ba) part-time students,
    - bb) lifelong learning students (hereinafter called “LLL”), including students of the University of the Third Age,
    - bc) visitors (visitors of students, visitors of working places of UNIZA, participants in events organized by UNIZA working places),
  - c) to provide accommodation and related services to:
    - ca) UNIZA employees,
    - cb) outside persons (private persons, participants in events organized by outside organizations, etc.),
  - d) to create conditions for cultural, sports and social life, as well as the development of students' leisure activities.
5. Sports, cultural, information, and other interest groups, clubs, associations, and student organisations (hereinafter referred to as the “groups”) organised by students or for students may operate in the premises of AF in accordance with the valid statute of UNIZA.
6. The condition for a group to act on behalf of UNIZA is its registration at the Rector’s Office of UNIZA. The application for registration shall be submitted by the group to the Rector in accordance with Directive No. 123—Modification of the Basic Principles for the Formation of Student and Employee Groups at the University of Žilina.
7. The head of the group is responsible to the Rector of UNIZA for the activities of the group on the UNIZA campus.
8. The group is obliged to announce its activities to the director/manager of AF and to follow his/her instructions.

## **Article 2**

### **Directors and Manager of Accommodation Facilities**

1. The director of the respective accommodation facility shall ensure the operation of the AFVD and AFH activities.
2. The directors of the accommodation facilities are responsible for their activities to the Rector. The Rector is represented in relation to the AF by the Bursar in the economic field and by the Vice-Rector for Education in the academic field.
3. The directors and the manager of the accommodation facilities shall cooperate with the Board of Accommodated Students.
4. The directors and manager of the accommodation facilities are obliged to inform the representatives of the Board of Accommodated Students of changes to the internal

regulations of the accommodation facilities.

### **Article 3 Board of Accommodated Students**

1. The Board of Accommodated Students (hereinafter referred to as "BAS") is a student self-government body established separately for each accommodation facility.
2. BAS represents the accommodated students in relation to the management of the accommodation facility and to the management of UNIZA and its faculties.
3. BAS cooperates with the AF management in particular in the areas of:
  - a) submitting suggestions from accommodated students for improving the quality of accommodation conditions,
  - b) monitoring compliance with the rights and obligations of students as set out in these Accommodation Rules,
  - c) dealing with offences committed by students of the 1st, 2nd, and 3rd degree of higher education,
  - d) drafting criteria for the allocation of accommodation to students.
4. Each BAS shall establish an offence committee and an accommodation committee to carry out the functions under paragraph 3(c) of this Article.
5. The activities of the BAS, including the admission of members, shall be governed by the Statutes of the BAS.
6. Members of the BAS shall have identity cards issued to them by the Chairman of the BAS.

### **Article 4 Conditions for the Provision of Accommodation in Accommodation Facilities**

1. General conditions of accommodation:
  - a) A student has no legal right to accommodation at AF UNIZA.
  - b) Accommodation is granted to students over 18 years of age.
  - c) Accommodation is allocated within the accommodation capacity of the accommodation facilities.
  - d) AF provide accommodation to UNIZA students on the basis of the Contract on provision of accommodation services at UNIZA.
  - e) The price for accommodation services is determined according to the valid price lists for the respective accommodation facilities, which are issued by the Bursar of UNIZA on the proposal of the AF director/manager. The price lists are published on the websites of AFVD and AFH accommodation facilities.
  - f) A resident who has been assigned accommodation in AF shall be obliged to pay the established fees in accordance with the Contract on provision of accommodation services at UNIZA.
  - g) Persons accommodated in all accommodation facilities are obliged to comply with the provisions of these *Accommodation Rules* and *the Operating Rules of the Internet Club Network*.
2. Accommodation of full-time students of 1st and 2nd degree of study in AF UNIZA:
  - a) Students admitted to the first year of the 1st degree are allocated accommodation according to the applicable criteria on the basis of a written application for accommodation upon enrolment. Full-time students in the 1st and 2nd degree of higher years shall submit their application electronically within the deadline set by the AF management.
  - b) Students in upper years shall be allocated accommodation by the AF director/manager by means of a notice board after approval by the BAS.
  - c) The documents submitted by foreign students shall include the confirmation resulting from the regulations for the residence of foreigners in the territory of the Slovak Republic.

- d) In deciding on the allocation of accommodation, the Criteria for the allocation of accommodation to students of UNIZA, developed by the BAS and approved by the AF director/manager and the Vice-Rector for Education, shall be the determining criteria. The criteria shall be published on the UNIZA website.
  - e) The student shall sign a Contract for the provision of accommodation services at UNIZA with UNIZA when staying at UNIZA. The period for which accommodation is provided is specified in the contract.
3. Accommodation of full-time students of the 3rd degree in AF UNIZA:
- a) 3rd degree students admitted to the first year are allocated accommodation by the AF director/manager on the basis of their application submitted to the accommodation department according to the approved accommodation criteria.
  - b) 3rd degree students advancing to higher years shall apply for the provision or prolongation of accommodation electronically within the deadline set by the AF director/manager.
  - c) Accommodation is granted to 3rd degree students for the period of one academic year and is always extended for the next academic year upon submission of the required documents and fulfilment of the conditions for the granting of accommodation. For the period of summer holidays, the AF manager may, for operational reasons, allocate accommodation to a doctoral student in another block of the respective AF.
  - d) The documents submitted by foreign doctoral students include a certificate resulting from the regulations for the residence of foreigners in the territory of the Slovak Republic.
4. Accommodation of student married couples, single mothers (parents), and other particularly exceptional circumstances of accommodation in AF are dealt with by the AF directors/manager individually within the capacity possibilities.
5. UNIZA employees may be allocated temporary accommodation in the AF premises. The deans of the faculties of UNIZA decide on the allocation of accommodation to employees.
6. Accommodation of students of part-time forms of study and further education at faculties or non-faculty departments of UNIZA and official visits of UNIZA in AF:
- a) Short-term accommodation of part-time students and students of further education at faculties or non-faculty departments of UNIZA for the time necessary for participation in teaching shall be allocated in the premises allocated for this purpose. Accommodation is provided on the basis of a reservation by the organiser of the education.
  - b) Official visitors to UNIZA workplaces may be accommodated in the AF in the accommodation premises designated for this purpose. Accommodation shall be provided upon request of the relevant workplace.
  - c) Short-term accommodation under a) and b) of this Article shall be allocated by the director/manager of AF or a person authorised by him/her.
7. Accommodation of other persons in AF UNIZA:
- a) Accommodation shall be provided in the allocated premises according to paragraph 6 of this Article
    - aa) to participants of mass events of UNIZA and its workplaces (conferences, trainings, etc.),
    - ab) participants in mass events of other organisations,
    - ac) private persons (visitors of students, foreigners).
  - b) Short-term accommodation shall be allocated to individual persons by the director/manager of the respective AF, or a person authorised by him/her.
  - c) Mass accommodation shall be approved by the director/manager of the AF on the basis of a request from the organiser of the event.

## **Article 5**

### **Termination of Student Accommodation**

1. Accommodation of students ends:
  - a) upon expiry of the time specified in the Contract on the provision of accommodation services at UNIZA,
  - b) by checking out from the accommodation,
  - c) by completing studies, interrupting studies, being expelled from studies, dropping out of studies or transferring to another university,
  - d) cancellation of accommodation in accordance with Art. 5 par. 2,
  - e) endangering the life and health of persons accommodated and employed in AF and BAS.
2. The accommodation may be terminated by the decision of the director/manager of the AF if the accommodated student:
  - a) does not enter the accommodation within 5 working days from the beginning of the winter semester classes, without giving reasons,
  - b) violated the provisions of these Accommodation Rules (cancellation of accommodation based on the decision of the offence committee),
  - c) has seriously damaged, destroyed or stolen AF property or the property of other residents,
  - d) has failed to pay the accommodation fee or the fine within the time limit even on the basis of a written request within the time limit.
3. Moving out of the accommodation facility:
  - a) The accommodated student is obliged to move out of the accommodation after the end of the accommodation
    - pursuant to paragraph 1(e) of this Article no later than 1 day after the endangerment has occurred.
    - pursuant to paragraph 1(b) to (d) of this Article, no later than 2 days after the end of the accommodation. In the event of further interest in the accommodation, the applicant (no longer a student) shall pay the price according to the current AF accommodation price list.
    - according to paragraph 1(d) of this Article, within 48 hours from the delivery of the final decision on cancellation of accommodation.
  - b) If the resident does not move out within the specified time, the AF management is entitled to evict him/her by commission. The eviction committee shall be composed of the director/manager of the AF, a representative of the BAS, and an authorised employee of the AF. If the resident does not take his/her belongings at the time of the eviction, they shall be stored in the area designated for this purpose by the director/manager of the AF according to the applicable legislation.

## **Article 6**

### **Rights and Obligations of Accommodated Students**

1. The accommodated student has the right:
  - a) to one accommodation place in the assigned room,
  - b) to the basic equipment of the room according to the inventory list,
  - c) when accommodation is provided, to be allocated a clean and tidy accommodation space with an inventory in working order,
  - d) for the maintenance of the accommodation space and the inventory in it,
  - e) to use non-thermal electrical appliances in the room for a fee set out in the current price list for the use of electrical appliances, in the case of meters, payment according

- to the measured excess consumption.
  - f) for the regular change of bed linen at the time specified in the operating rules (earlier if necessary and justified),
  - g) to use the common areas (study rooms, kitchens, etc.) for designated purposes,
  - h) to receive visitors in accordance with Article 8 of these *Accommodation Rules*,
  - i) to submit comments and proposals to the AF and BAS management on all matters relating to life at the AF.
2. The accommodated student is obliged:
- a) to move in no later than on the day of the start of the winter semester, or in individual cases (foreign stay, sick leave, etc.) inform the AF accommodation department in writing about the date of arrival at the accommodation,
  - b) when moving in, submit the required documents (valid ID card, index or certificate of registration, for foreigners, documents resulting from the regulations for the stay of foreigners in the Slovak Republic) and a 2x3 cm photograph,
  - c) after moving in, to report any shortcomings in the equipment and condition of the room to the block housekeeper within 2 working days,
  - d) to report damaged property throughout the year to the appropriate concierge (whereby the damage will be repaired as far as possible),
  - e) to behave in the AF according to the provisions of these *Accommodation Rules*, the instructions of the director/head of the AF/manager and the UNIZA management,
  - f) to comply with the provisions of the contract for the provision of accommodation services at UNIZA, which is signed by the student upon entering the accommodation,
  - g) to keep the night peace from 10.00 p.m. to 6.00 a.m.,
  - h) to behave economically, to save water and electricity,
  - i) to keep tidiness and cleanliness in the assigned room, whereby the AF director/manager or an employee authorised by him/her is entitled to inspect the state of the rooms in compliance with the provisions of Article 9 on the entry of UZ employees of these *Accommodation Rules*,
  - j) to comply with the safety, fire and hygiene regulations and regulations published on notice boards in the common areas of the AF,
  - k) when leaving the room, to pay attention to closing the windows, switching off the electrical equipment, turning off the water and locking the room,
  - l) when using the common areas of the AF, the accommodated person is obliged to return the borrowed key to these areas no later than 6:00 a.m. of the day following the borrowing,
  - m) when moving out of the AF, to hand over to the AF administration the cleaned room, accessories, and borrowed inventory in the condition in which they were received upon moving in (or with wear and tear that corresponds to its normal use), to return the keys and the resident's card, to pay any arrears to the accommodation section of the AF, to compensate for any damage caused, and to deregister from the AF records,
  - n) to prove with a valid accommodation card when requested to do so by authorised AF staff and members of the BAS,
  - o) in case the resident has been fined, to pay the fine in full within 7 days after the final decision; the fine can also be replaced by work in agreement with the AF director,
  - p) to allow access to the room assigned to the AF staff member and members of the BAS on request.
3. In AF UNIZA the following is forbidden to residents:
- a) to allow accommodation in AF to persons who are not registered at the accommodation section of AF,
  - b) to move to another room without the written consent of the AF accommodation officer,
  - c) to damage and move the room inventory and other AF property,
  - d) to interfere with the electrical and plumbing installations, the television and computer network, the electronic fire alarm system and fire-fighting equipment,

- e) to use thermal electrical appliances,
  - f) to use electrical appliances for which such approval is required without the consent of the AF director,
  - g) to bring flammable or otherwise dangerous substances into the AF and keep them in the room,
  - h) to keep animals in the AF and bring them into the AF,
  - i) to disturb other residents and the surroundings of the AF at night,
  - j) to cause disturbances, to throw rubbish, fireworks, and other objects out of windows and balconies, to put rubbish from the room into common areas,
  - k) to smoke in all areas of AF any tobacco products, electronic cigarettes, and hookahs,
  - l) to consume and distribute narcotic substances, psychotropic substances, poisons, and precursors in the premises of the AF,
  - m) to bring alcoholic beverages, including empty containers, into the AF premises and consume them in the AF premises,
  - n) to carry out commercial and business activities on the premises of the AF,
  - o) to physically or psychologically abuse roommates,
  - p) to lend his/her accommodation card to another person,
  - q) to possess firearms, etc. (paintball and airsoft guns must be immediately reported to the head of the block after being brought to the AF premises),
  - r) to enter or exit the AF buildings through windows or allow others to do so.
4. An exception to the provisions of paragraph 3(m) may be granted by the director/manager of AF upon written request of a student or group of students.
  5. More serious student offences against these Accommodation Rules shall be dealt with in accordance with the Offence and rules of procedure of the offence committees of AF UNIZA. In the case of common and less serious offences, an offence fine shall be imposed.

### **Article 7**

#### **Entrance of Accommodated Persons and Visitors to UNIZA Accommodation Facilities**

1. The accommodated person is obliged to present his/her accommodation card upon entering the AF.
2. The accommodation facilities open at 5:00 a.m. and close at midnight. Between 00:00 a.m. and 05:00 a.m., only the person accommodated in the accommodation block or, exceptionally, in a justified case (study, etc.), a person accommodated in another block of the AF accompanied by a visitor shall be admitted to the AF accommodation block. The visitor is obliged to pick up the visitor at the reception desk.
3. External visitors can be received in the AF only from 6:00 a.m. to 10:00 p.m. (students of other AF blocks until midnight), visits are registered at the AF block reception desk in the visitors' book. The behaviour of the visitor is the full responsibility of the host who received the visitor.
4. During the night-time period (from 22:00 p.m. to 06:00 a.m.), it is forbidden to have external visitors and any activity of the accommodated persons that would disturb the other accommodated persons as well as the AF surroundings.

### **Article 8**

#### **Entry of Outside Persons into the Accommodation Premises**

1. AF maintenance staff may enter the accommodated person's room in order to repair the reported defect upon written order of the AF director/manager or a person authorised by him/her.
2. In the event of liquidation of an emergency situation that would endanger the health of persons or cause damage to AF property or accommodated persons, maintenance staff may enter the accommodation area without prior notification of the defect. The accommodated persons shall be informed of the entry afterwards.

3. Members of the inventory committee authorized in writing by the AF director/manager may enter the accommodation area for the purpose of inventorying the property. The date of the inventory shall be published 5 days before the inventory is to be carried out.
4. AF staff authorised in writing by the AF director/manager may enter the accommodation area in the event of:
  - a) carrying out an inspection of the order and compliance with these *Accommodation Rules* in the accommodation area accompanied by a member of the BAS
  - b) reasonable suspicion of a violation of the Accommodation Rules in the company of another person or in the presence of a student in accommodation,
  - c) eviction according to Article 5(3)(b) of these *Accommodation Rules*.
5. Accommodated persons are obliged to allow the AF staff, according to paragraph 4 of this Article, to enter the room. An entry shall be made in the inspection book about the entry into the room and the results of the inspection.
6. The AF staff shall be identified by a written order to carry out the relevant activity and by their identity card. A member of the BAS shall present his/her BAS membership card.

### **Article 9** **Violation of the Accommodation Rules**

1. Violation of these accommodation rules is an offence, and the procedure in this case is governed by Offence and rules of procedure of the AF UNIZA offence committees.

### **Article 10** **Final Provisions**

1. *These Accommodation Rules apply to all persons staying at AF UNIZA.*
2. This Accommodation Rules cancels Directive No. 151 - Accommodation Rules of Accommodation Facilities dated 15 December 2016.
3. The operation of the accommodation facility is governed by the operating rules of the respective facility.
4. These Accommodation Rules of accommodation facilities were discussed and approved by the directors of AFVD and AFH, BAS VD, BAS Hliny, and the vice-rector for education on 18 April 2018.
5. These Accommodation Rules may only be changed and amended by written and numbered additions to it.
6. These Accommodation Rules shall enter into force on the date of signing by the Rector of UNIZA and shall come into force on 1 September 2018.
7. Amendment No. 1 shall enter into force on the date of signing by the Rector and shall become effective on the date of publication.

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Prof. Ing. Ján Čelko, CSc.  
Rector

**Processor:**  
Department for Education

**Job position of the contact person:**  
Vice-rector for Education