

THE UNIVERSITY OF ŽILINA IN ŽILINA

ACCOMODATION RULES OF ACCOMODATION FACILITIES

Article 1

Introductory Provisions

- (1) Accommodation facilities of the University of Žilina (hereinafter called “AF”) are facilities used for providing of accommodation services for students and employees of the University of Žilina as well as other persons under the stated conditions. They are part of the University of Žilina.
- (2) AF are part of premises of university. The range of academic rights and freedoms, their utilization and inviolability of premises of university is regulated by §4, of Law no. 131/2002 Coll. on universities and on amendment of certain acts as amended (hereinafter called “Universities Law”).
 - (1) AF are:
 - a) the accommodation facility Veľký Diel (hereinafter called “AF VD”),
 - b) the accommodation facility Hliny V (hereinafter called “AF Hliny V”),
 - c) the accommodation facility FRI in Ružomberok (hereinafter called “AF FRI”),
 - d) the accommodation facility EF in Liptovský Mikuláš (hereinafter called “AF EF”).
 - (2) The function of AF is:
 - a) to provide accommodation and services connected with it to the students of full-time forms,
 - b) to provide short-time accommodation and services connected with it to:
 - ba) students of part-time forms,
 - bb) students of life-long education (hereinafter called “LLE”) of the University of Žilina, including students of the University of the third age,
 - bc) visitors (visitors of students, visitors of working places of the University of Žilina, participants of events organized by the working places of the University of Žilina),
 - c) to provide accommodation and services connected with it to:
 - ca) employees of the University of Žilina,
 - cb) outside persons (private persons, participants of events organized by outside organizations and the like),
 - d) to create conditions for cultural, sports and social life as well as the development of free-time activities of students.
- (3) In the premises of AF, sports, cultural, information and other free-time facilities, clubs, associations and students organizations (hereinafter called “groups”) organized by students or for students are allowed to operate in compliance with the valid statute of the University of Žilina.
- (4) The condition of group doings in the name of the University of Žilina and its students is its registration at the Rector’s Office of the University of Žilina. The application for registration is submitted by the group to the vice-rector for education.
- (5) The leader of the group is responsible for its activities in the premises of university to the Rector of the University of Žilina.
- (6) The group is obliged to announce its activities to the director/manager of AF and to follow his/her regulations.

Article 2

Directors and Managers of Accommodation Facilities

- (1) Director of the corresponding accommodation facility guarantees the operation of AF VD and AF Hliny V.
- (2) The directors of the accommodation facilities are responsible for their activities to the Rector. Bursar (for the field of economics) and vice-rector for education (for the field of academic affairs) act as deputies for Rector in the relation to AF.
- (3) Manager of the corresponding accommodation facility guarantees the operation of AF FRI and AF EF.
- (4) Manager of the accommodation facility FRI in Ružomberok is responsible for his/her activities to the Dean of FRI. Manager of the satellite working place FRI in Ružomberok is a deputy for Dean in relation to the accommodation facility in Ružomberok.
- (5) Manager of the accommodation facility EF in Liptovský Mikuláš is responsible for his/her activities to the Dean of EF. Manager of the satellite working place EF in Liptovský Mikuláš is a deputy for Dean in relation to the accommodation facility in Liptovský Mikuláš.
- (6) Directors and managers of accommodation facilities cooperate with Board of Accommodated Students.
- (7) Directors and managers of accommodation facilities are obliged to consult changes of inner regulations of accommodation facilities with representatives of Board of Accommodated Students.

Article 3

Board of Accommodated Students

- (1) Board of Accommodated Students (hereinafter called "BAS") is a body of student administration created individually for each accommodation facility.
- (2) BAS is responsible for its activities to the accommodated students of the corresponding accommodation facility. BAS represents accommodated students in relation to the management of the accommodation facility and to the management of the University of Žilina and its faculties.
- (3) BAS cooperates with the management of AF mainly in the areas of:
 - a) suggestions of accommodated students for accommodation conditions improvement,
 - b) complaints of students and checking of dealing with them,
 - c) checking of keeping rights and obligations of students stated by these Accommodation Rules,
 - d) dealing with students offences,
 - e) dealing with suggestions of assigning accommodation to students.
- (4) Each BAS establishes a disciplinary commission and accommodation commission for the execution of functions upon (3) d) and e) of this Article.
- (5) Organizational Rules of BAS regulate the activities of BAS, including taking up new members.
- (6) Members of BAS have identification cards which are issued by of BAS and confirmed by director (manager) of the corresponding AF.

Article 4

Conditions of Providing Accommodation in Accommodation Facilities

- (1) General conditions of accommodation
 - a) Legally students have no claim to the accommodation in AF of the University of Žilina.
 - b) The accommodation is assigned in the range of accommodation capacities of accommodation facilities; males and females are accommodated separately, except of the accommodation of married couples, upon (4) of this Article.
 - c) AFs of the University of Žilina provide accommodation to the students of the University of Žilina in compliance with Contract about accommodation services provision at the University of Žilina.
 - d) The accommodation price is determined according to the Price list of accommodation in AF of the University of Žilina which is issued by the bursar of the University of Žilina after negotiations with BAS.
 - e) Price for the usage of electric appliances brought in is determined according to Price list of fees for the usage of electrical appliances which is issued by the bursar of the University of Žilina on the motion of the director/manager of AF after negotiations with BAS.
 - f) In the rooms which have their own electricity meter, students pay according to the real consumption under the conditions from Contract about accommodation services provision at the University of Žilina.
 - g) The tenant who has been assigned accommodation in some of the accommodation facilities of the University of Žilina is obliged to settle the given fees in compliance with Contract about accommodation services provision at the University of Žilina.
 - h) Persons accommodated at all accommodation facilities are obliged to keep rules stated in these Accommodation Rules.
- (2) Accommodation of full-time students of Bachelor's and Master's degree in AF of the University of Žilina
 - a) Dean's office of the Faculty sends students admitted to the first grade a confirmed application accommodation form together with the admission decision. Students send the filled-in accommodation application to the accommodation section of AF within the period stated in the application.
 - b) Students of higher grades are assigned the accommodation by director/manager of AF in the form of notice after the approval of BAS.
 - c) Part of submitted documents of foreign students is the certificate following the rules for the stay of foreigners in the Slovak Republic.
 - d) Criteria for the assigning of accommodation to the students of the University of Žilina, elaborated by BAS and approved by director/manager of AF and vice rector for education, are determinant at the decision process about the assigning of accommodation. The criteria are published on the web pages of the University of Žilina.
 - e) Students sign Contract about accommodation services provision at the University of Žilina with the University of Žilina. Students are assigned the accommodation for the period of one year with the exception of summer holidays. The period for which the accommodation is provided is stated in Contract about accommodation services provision at the University of Žilina.

- (3) Accommodation of full-time students of Doctoral degree in AF of the University of Žilina
 - a) Following their application, director/manager of AF assigns the accommodation to the doctoral students with permanent address outside the district where the accommodation facility is located.
 - b) Dean's office of the Faculty sends students to the first grade a confirmed application accommodation form together with the admission decision. Students send the filled-in Accommodation application to the accommodation section of AF till the 31st August of the corresponding calendar year.
 - c) Doctoral students of higher grades submit the application for assigning or prolonging of accommodation with the recommendation of Dean of the Faculty.
 - d) Part of submitted documents of foreign doctoral students is the certificate following the rules for the stay of foreigners in the Slovak Republic.
 - e) Doctoral students are assigned the accommodation for the period of one academic year and it is prolonged always for the following academic year after the submission of necessary documents and after the fulfillment of requirements for the assigning of accommodation. For the period of summer holidays, AF are allowed to assign the accommodation in a different block of the given AF from operational reasons.
- (4) Accommodation of married couples and unmarried mothers (parents) in AF of the University of Žilina is dealt with by the directors/managers of AF individually in the framework of current conditions.
- (5) Accommodation of employees in AF of the University of Žilina
 - a) It is possible to assign temporal accommodation to employees of the University of Žilina in the premises of AF of the University of Žilina.
 - b) Accommodation of employees is regulated by a separate regulation about the accommodation of employees in AF of the University of Žilina which is issued by bursar after the approval of Rector of the University of Žilina.
- (6) Accommodation of part-time students and students of further education at faculties or outside faculties divisions of the University of Žilina and official visitors of the University of Žilina in AF of the University of Žilina.
 - a) Short-term accommodation of part-time students and students of further education at faculties or outside faculties divisions of the University of Žilina for the time needed for classes is assigned in the premises intended for this purpose. The accommodation is assigned on the basis of reservation of the education organizer.
 - b) It is possible to accommodate official visitors of working places of the University of Žilina in accommodation facilities intended for this purpose. The accommodation is assigned on the basis of application of the corresponding working place.
 - c) Short-time accommodation upon a) and b) of this Article is assigned by director/manager of AF of the University of Žilina or a person authorized by him/her.
- (7) Accommodation of students from other universities in AF of the University of Žilina.
 - a) A student from other university is allowed to be accommodated on an additional bed without bed linen or in the case of free capacity in a separate room.

- b) The accommodation is conditioned by the agreement of roommates and doorkeeper of the given block. The accommodation is provided for maximum two subsequent nights and maximum for five nights a month.
- (8) Accommodation of other persons in AF of the University of Žilina.
- a) The accommodation is assigned in the premises stated in (6) of this Article
 - aa) participants of mass events of the University of Žilina and its working places (conferences, workshops, etc.)
 - ab) participants of mass events of other organizations
 - ac) private persons (visitors of students, outside persons).
 - b) Short-time accommodation is assigned to individuals by director/manager of AF of the University of Žilina or a person authorized by him/her.
 - c) Mass accommodation is approved on the basis of the event organizer's application to director/manager of AF of the University of Žilina.

Article 5

Termination of Student's Accommodation

- (1) Accommodation of students is terminated by
- a) the expiration of the period stated in Contract about accommodation services provision at the University of Žilina,
 - b) checking out from accommodation,
 - c) graduation, stopping out of university, expulsion from university, dropping out of university or changing the university,
 - d) cancellation of accommodation upon Article 5, paragraph (2).
- (2) Director/manager of AF is allowed to cancel the accommodation by his/her decision if the accommodated student
- a) does not take up the accommodation within five working days from the beginning of winter term classes, without announcing reasons,
 - b) has broken the rules of this Accommodation Rules (cancellation of accommodation upon Disciplinary Measures for Students of the University of Žilina, Article 5, (2), e)),
 - c) does not live in the assigned room without apparent reasons,
 - d) did not pay the accommodation fee within the stated period or even after a written appeal in the given period,
 - e) has seriously damaged, destroyed or stolen property of AF of the University of Žilina or the property of other tenants.
- (3) Moving out from the accommodation facility
- a) The accommodated student is obliged to move out from the accommodation facility after the expiration of accommodation
 - upon (1) a), b), c) of this Article within 7 days at the latest
 - upon (1) d) of this Article within 48 hour from the moment of receiving of the final decision about the cancellation of accommodation.
 - b) If the tenant does not move out within the given period, the management of AF has the right to move the person out by commission order. The commission for the moving out by commission order is named by director/manager of AF. If the tenant does not collect his/her stuff after the moving out by commission order, it is deposited into an area determined for it by director/manager of AF.

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 basic equipment of the room according to the inventory list,
 - c) when being accommodated into AF, to be assigned clear and leaned accommodation space with the inventory in functional state,
 - d) to have the accommodation space and inventory that is situated in it maintained,
 - e) to utilize in the room allowed non-heat electrical appliances for the fees stated by Price list of fees for the usage of electrical appliances,
 - f) for regular exchange of bedclothes in the term set by operational rules (in necessary and legitimate cases sooner),
 - g) to use common premises (drafting rooms, study rooms, gyms, kitchenettes, TV rooms, etc) for the given purposes,
 - h) to take part in the events organized by AF,
 - i) to receive visitors upon Article 7 of this Accommodation Rules,
 - j) to present suggestions and comments concerning all fields of life in AF to the management of AF and BAS.
- (2) The accommodated student is obliged:
 - a) to move in within 5 working days since the beginning of winter term classes,
 - b) when being accommodated to show necessary documents (valid identification card, foreigners documents following the rules for the stay of foreigners in the Slovak Republic) and photograph 3 x 4 cm,
 - c) after moving in, to report all the established faults in the equipment and state of inventory of the assigned room to the doorkeeper of the block within 5 working days,
 - d) to behave in AF according to the rules of this Accommodation Rules and regulations of AF director and management,
 - e) to keep the regulations of Contract about accommodation services provision at the University of Žilina which are signed by students when they are accommodated,
 - f) to keep the night calmness from 10.00 p.m. to 6.00 a.m.,
 - g) to behave economically, to save water and electricity,
 - h) to keep tidiness and cleanness in the assigned room, AF director/manager has the right to check the state of the rooms while keeping regulations of Article 8 about the entrance of employees of these Accommodation Rules,
 - i) to keep safety, anti-fire and hygiene regulations, published on the notices in common premises of AF,
 - j) when leaving the room, to pay attention to shutting the windows, switching off electrical appliances, turning off water taps and locking the room,
 - k) when using the common premises of AF, the tenant is obliged to give back the key from this premises till 6 o'clock of the following day from its borrowing at the latest,
 - l) when moving out from AF, to hand in a cleaned room, equipment and borrowed inventory in the state in which it had been taken over when moving in (with wearing which corresponds to its common utilization), to hand in keys and lodging card, to pay possible underpayment in the accommodation division of AF, to pay possible damage which he/she has caused, to share damage (caused by unknown student) reimbursement within the whole block and to check out from the evidence of AF,
 - m) in the case of breaking of some regulations of these Accommodation Rules to take responsibility in the sense of Disciplinary Measures for Students of the University of Žilina.

- (3) The accommodated students are forbidden:
- a) to allow accommodation in AF of the University of Žilina to persons who are not registered at the accommodation section of AF,
 - b) to move into another room without a written approval of the accommodation official of AF,
 - c) to damage and move the room inventory and other property of AF,
 - d) to interfere to electrical and water installation, television delivery and computer network, electronic fire protection signaling and extinguishers,
 - e) to use heat electrical appliances,
 - f) without the agreement of the director of AF, to use electrical appliances which require this agreement,
 - g) to bring to AF and to keep easily ignitable or in other ways dangerous substances,
 - h) to keep animals in AF,
 - i) to disturb other tenants and surroundings of AF during the night calmness,
 - j) to commit disturbance, to throw rubbish or other objects out of the windows and balconies,
 - k) to smoke in the area of AF of the University of Žilina,
 - l) to use and distribute narcotics, psychotropic drugs, poisons and precursors in the area of AF of the University of Žilina,
 - m) to bring and use alcoholic drinks into the area of AF,
 - n) to carry out commercial and business activities in the area of AF,
 - o) to bully roommates physically or psychologically.
- (4) The exception from the regulation (3) m) of this Article is allowed on the basis of written application of a student or a group of students by director/manager of AF.
- (5) Disciplinary offences of students against these Accommodation Rules are judged and dealt with in the framework of Disciplinary Measures for Students of the University of Žilina.

Article 7

Entrance of Tenants and Visitors into the Accommodation Facilities of the University of Žilina

- (1) The tenant is obliged to show his/her lodging card before entering AF.
- (2) The accommodation facilities open at 5.00 a.m. and close at 12.00 p.m. In the time between midnight and 5.00 a.m. only person accommodated in this block or exceptionally in the legitimate case (study and the like), person accommodated in another block of AF in the company of the visited person is allowed to enter. The visited person is obliged to pick up the visitor at the reception.
- (3) It is possible to accept outside visitors in AF only in the time from 6.00 am to 10 pm (students from other blocks to midnight), visitors are registered at the reception of the AF block in the book of visitors. The tenant who has accepted the visitor is fully responsible for his/her behaviour.
- (4) In the time of the night calmness (from 10.00 p.m. to 6.00 a.m.) outside visitors, as well as any activities of tenants which would disturb other tenants and the surroundings of AF, are forbidden.

Article 8
Entrance of Outside Persons into Accommodation Facilities

- (1) The maintenance employees of AF are allowed to enter the tenant's room with the aim to remove the reported fault on the basis of the written order of director/manager AF of the University of Žilina or a person authorized by him/her.
- (2) In the case of accidental conditions removal which would endanger the health of people or cause damages on the property of AF, the maintenance employees are allowed to enter the accommodation facilities even without the preceding fault reporting. The tenants are informed about the entrance subsequently.
- (3) Members of inventory commission authorized in a written by director/manager of AF are allowed to enter the accommodation facility in order to make a stock list of the property. The date of the stock taking is announced 5 days before its realization.
- (4) Employees of AF authorized by director/manager of AF are allowed to enter the accommodation space in the case of
 - a) checking the order and keeping of these Accommodation Rules in the accommodation facility in the company of BAS member,
 - b) legitimate suspicion of Accommodation Rules breaking in the company of other person or in the company of the accommodated student,
 - c) moving out by commission order upon Article 5, paragraph (3), b) of these Accommodation Rules.
- (5) Accommodated persons are obliged to allow the entrance of AF employees under ,(4) of this Article into the room. The entrance to the room and results of the inspection are recorded into the book of inspections.
- (6) AF employees prove their identity by written order for the execution of the given activity and by personal identification card. A BAS member proves his/her identity by a BAS member card.
- (7) Prosecuting and adjudicating bodies are allowed to enter AF of the University of Žilina only on the basis of Rector's permission.

Article 9
Breaking of Accommodation Rules

- (1) Breaking of these Accommodation Rules is a disciplinary offence and the procedure in this case is treated by the regulation No. 29 Disciplinary Measures for Students of the University of Žilina.

Article 10
Closing Provisions

- (1) These Accommodation Rules refer for all persons accommodated in AF of the University of Žilina.
- (2) Internal Rules of Accommodation Facilities of the University of Žilina valid since 28th May 1999 are abolished.
- (3) The operation of an accommodation facility is treated by the operational order of the corresponding facility.
- (4) It is possible to change and amend these Accommodation rules only in a written form, in the form of an amend, passed by the Academic Senate of the University of Žilina and Rector of the University of Žilina.
- (5) These Accommodation Rules were passed by the Academic Senate of the University of Žilina on the 21st November 2005.
- (6) These Accommodation Rules come into force on the 1st December 2005.

Žilina, 21st November 2005

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