



Guarantor: Department of the Rector

Košice, 16.12.2022

No.: REK000561/2022-UPA/5761

## House and Accommodation Rules of Pavol Jozef Šafárik University in Košice

In accordance with the provisions of Section 15(1)(n) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended (the “Higher Education Act”)

### I issue

these House and Accommodation Rules of Pavol Jozef Šafárik University in Košice (“House and Accommodation Rules” or “Rules”).

### Article 1 Recitals

These House and Accommodation Rules:

1. regulate the rules according to which places are allocated to applicants for accommodation in the Student Dorms and Canteens of Pavol Jozef Šafárik University in Košice (“SD&C”), and also in other accommodation facilities where Pavol Jozef Šafárik University in Košice (“UPJŠ”) contractually provides accommodation for students,
2. lay down rules of conduct for accommodated students in SD&C and also details of student accommodation, including questions of student government (“SG”).

### Article 2 Basic provisions

1. SD&C is a purpose-created division of UPJŠ without legal personhood, which includes the Student Dorms of UPJŠ (“student dorms” or “SD”).
2. The student dorms are the Secondary School on Medická 4 and 6 and at Popradská 66 and 76. Details on the organization, management and operation of student dorms are specified in the Organizational Order of Student Dorms and Canteens of Pavol Jozef Šafárik University in Košice (the “Organizational Order”).
3. Student dorms provide accommodation to UPJŠ students on the basis of an accommodation contract.

4. The director of SD&C is authorized to conclude an accommodation contract with students, employees or guests of UPJŠ.
5. UPJŠ also arranges accommodation for its students on the basis of contracts with other providers. The accommodation contract in these cases is concluded with the students by an authorized employee of the contracted accommodation provider.

### **Article 3 Student Dorm Management**

1. Student dorms are managed by the Director within the scope specified in the Organizational Rules.
2. Under the Organizational Order, the Director of SD&C is responsible to the Rector of UPJŠ for the activities of SD&C.
3. The Director of SD&C cooperates with student government.
4. The Director of SD&C arranges communication with contracted accommodation providers.
5. The Director of SD&C is obliged to discuss, with representatives of the student government, changes to the internal regulations of the SD before their issuance by the Rector of UPJŠ.

### **Article 4 Student Government**

1. Through the student government, students accommodated in the SD are entitled to participate through their elected representatives or directly (for example, at assemblies of students accommodated in the SD) in the governance of matters related to the operation of the student dorm in accordance with the provisions of these Regulations.
2. The body of student government is the Student Dorm Council ("SDC") elected by students of individual faculties accommodated in the student dorm. Details on the manner of conducting elections to the SDC are regulated by the Electoral Rules for elections to the SDC.
3. The SDC cooperates with the director of SD&C. It has the right to submit proposals to the director of SD&C to eliminate deficiencies, improve services, conditions for rest and study, the development of leisure activities, etc. At the same time, the SDC participates in the protection of assets in the administration of the student dorm and in the observance of these rules.
4. Based on applications for accommodation, the SDC draws up waiting lists for the accommodation of students in accordance with the criteria set out in these Regulations and submits them for approval to the UPJŠ Committee for Accommodation.
5. In drawing up waiting lists for student accommodation, the SDC has the right to request from applicants for accommodation the documents necessary to verify the accuracy

of the data provided in the applications. If the applicant does not provide these documents by the deadline, the application will be rejected.

6. The SDC cooperates with an authorized employee of a contractual partner providing accommodation for students on its premises.
7. The SDC follows its own organizational rules. It is responsible for its activities to students accommodated in the SD.

## **Article 5**

### **UPJŠ Committee for Accommodation**

1. For each academic year, the Rector appoints the UPJŠ Committee for Accommodation (the "Committee"). The Committee consists of:
  - a) the Vice-Rector for Higher Education, who is the Chairperson of the Committee;
  - b) Vice-Deans of Faculties for Pedagogical Activities (one from each faculty);
  - c) the Director of SD&C;
  - d) representatives of the study departments of faculties (one from each faculty) and the Institute of PE and Sport;
  - e) a Representative of the SDC.
2. The Committee approves, by a resolution supported by an absolute majority, the waiting list for student accommodation compiled by the SDC, evaluates the process of allocating accommodation capacities and submits proposals for optimizing the accommodation of UPJŠ students. The Minutes of the Committee meeting shall be drawn up and signed by the Vice-Rector for Higher Education. The approved waiting list for student accommodation shall be annexed to the minutes.
3. The Committee shall meet as necessary, at least twice a year. External accommodation providers may be invited to attend the deliberations of the Committee under Article 2(5) of these Rules.

## **Article 6**

### **Distribution of Accommodation Capacity**

1. The accommodation capacity is distributed in terms of the provider and the recipient of accommodation.
2. In terms of the provider, accommodation capacity is divided into:
  - a) the accommodation capacity of UPJŠ, i.e. the capacity represented by student dorms;
  - b) the accommodation capacity resulting from contracts concluded between UPJŠ and external providers.
3. In terms of the recipient, accommodation capacity shall be divided into:
  - a) capacity reserved for applicants admitted to the first year of full-time 1st, 2nd and combined 1st and 2nd level studies;

- b) capacity reserved for other applicants studying full-time in the 1st, 2nd and combined 1st and 2nd level of study;
  - c) capacity reserved for full-time students of the 3rd level of study;
  - d) capacity reserved for students studying under intergovernmental agreements (Erasmus, CEEPUS, Leonardo da Vinci, etc.);
  - e) capacity reserved for other purposes as determined by the Committee, including the number of seats reserved for objections.
4. The accommodation capacity referred to in (2)(a) of this Article is primarily intended for the recipients referred to in (3)(a), (b), (c) and (e) of this Article.
  5. The accommodation capacity referred to in (2)(b) of this Article is primarily intended for the recipients referred to in (3)(d) of this Article and for students who have not been allocated accommodation in the accommodation capacity of UPJŠ.

## **Article 7**

### **Common Conditions for Applicants for Accommodation**

1. The applicant does not have a legal claim to accommodation in the SD or in contractually agreed facilities,
2. Accommodation in the SD or in contractually agreed facilities is provided to full-time students, with the exception of self-paying students. Self-paying full-time students may be provided accommodation in the SD or in contractually agreed facilities individually on the basis of an application assessed by the UPJŠ Committee for Accommodation, only in cases worthy of specific consideration.
3. Accommodation in the SD or in contractually agreed facilities is not provided to applicants:
  - a) whose permanent residence address on their valid identity document is in the districts of Košice or Košice – okolie;
  - b) whose permanent address on their a valid identity document is in other districts within a radius of less than 30 km from Košice, except in cases worthy of consideration (disabled persons, complete orphans or semi-orphans, transfers required for travel and others);
  - c) with a permanent residence address according to a valid identity document in Prešov and within reach of Prešov public transport, except in cases worthy of consideration (disabled, complete orphans or semi-orphans, transfers required for travel and others).
4. An applicant for accommodation may submit only one request for accommodation. It may indicate a preferred place of accommodation; However, this information is not binding for decision-making and is merely informative.
5. In the process of approving the waiting list for student accommodation, applications from applicants who:

- a) have previously been excluded from accommodation in the SD or in a contracted facility;
  - b) have been reprimanded more than once in the past in the SD or in a contractually agreed accommodation facility for violating the House and Accommodation Rules;
  - c) have interrupted their studies for the period or part thereof for which they apply for accommodation;
  - d) have supplied false information in the application;
  - e) have submitted more than one request for accommodation;
  - f) have failed to provide requested data to the SDC or to the Committee within the time allowed.
6. An applicant who has not been assigned accommodation or has been removed from the waiting list may submit an objection addressed to the director of SD&C within 10 working days from the publication of the result in the Academic Information System of UPJŠ ("AIS"), in writing or by e-mail stating the reasons for the objections. Applicants for accommodation are informed about the possibility of objections and deadlines for their submission in the AIS.
  7. The objections received shall be discussed by the Director of SD&C and the SDC within 15 working days of receipt of the objections, resulting in the preparation of a Report on the Assessment of Objections signed by the Director of SD&C (the "Report").
  8. The Director of SD&C and the SDC in the process of assessing objections may by order accommodate those applicants for whom circumstances are worthy of specific consideration. Successful objectors will be notified in the AIS.
  9. The report on the assessment of objections shall be submitted by the Director of SD&C to the President of the Committee within 7 days of the preparation of the Report. The President of the Committee shall inform the other Members of the Committee of the contents of the report.
  10. The contract of accommodation for the relevant academic year with an applicant who has been assigned accommodation in the SD is signed on behalf of UPJŠ by the director of SD&C.
  11. The accommodation contract for the relevant academic year with the applicant who has been assigned accommodation in a contracted facility is signed on behalf of the contracted accommodation provider by an employee designated by him.

## **Article 8**

### **Procedure for allocating accommodation for students admitted to the first year of the 1st, 2nd or combined 1st and 2nd level of full-time study**

1. Full-time students admitted to study the 1st, 2nd or combined 1st and 2nd level of study will receive instructions for submitting an application for accommodation through the AIS together with the notification of admission to study. The application must be registered in the AIS by 31 July of the relevant year.

2. In the academic year of the first year of the first course of studies at UPJŠ, every student of the first year of the 1st, 2nd or combined 1st and 2nd level of full-time study is entitled to accommodation in the SD provided they are not excluded by any of the reasons for not providing accommodation under (3) letters a) to c) of these Regulations.
3. Other applications of students admitted to full-time study of the 1st, 2nd or combined 1st and 2nd level of study will be assessed individually by the Committee, which will take into account in its decision in particular the capacity of the SD, the number of transfers required, or other facts worthy of consideration, demonstrated by the applicant. In such cases, the Committee shall give priority to accommodation within the capacity of contracted providers.
4. The Committee shall discuss the list of applications and decide on the allocation of accommodation by 25 August of the year concerned at the latest.
5. After the Committee's decision on the allocation of accommodation, the Director of SD&C shall within two days announce the decision of the Committee in the authorised zone of AIS. On the university's website, the director shall publish guidance on the next steps for successful applicants for accommodation (signing an individual accommodation contract, etc.).
6. For students who have not reached the age of majority at the time accommodation is granted, legal acts are carried out by a legal representative or other person on the basis of an officially verified authorization.

#### **Article 9**

#### **Procedure for Allocating Accommodation for Other Students of the 1st, 2nd and Combined 1st and 2nd Level of Study in Full-time Form**

1. Students submit their application for accommodation electronically through AIS in the period from March 1 to March 31 of the respective academic year.
2. The following are entitled to accommodation outside of the waiting list:
  - a) persons with disabilities,
  - b) orphans and half-orphans,
  - c) members of the SDC,
  - d) members of the Academic Senate of UPJŠ, faculty Academic Senates and the Student Council of Higher Education Institutions,
  - e) students who achieved a weighted average up to and including 1.1 for the previous academic year,
  - f) students who were awarded the Rector's Annual Award for the previous academic year,
  - g) students who acted in the previous year as student scientific or student pedagogical support,
  - h) students who are or were named members of research or educational project teams in the previous academic year.

3. Other applicants shall receive points on the waiting list in accordance with the following criteria:
  - a) achievement expressed as their weighted study average: the number of points is determined according to the formula: three minus the weighted study average of the applicant times 100;
  - b) distance from Košice – address of permanent residence according to their valid identity document in km: 1 point per 1 km (maximum 150 points can be awarded), except in the cases of Article 7, paragraph 3;
  - c) number of necessary travel transfers: 5 points for 1 transfer, 10 points for two or more transfers;
  - d) graduating students: 50 points;
  - e) students receiving a social scholarship: 50 points;
  - f) demonstration of activity in accordance with the goals and requirements of UPJŠ:
    - I. local activities at UPJŠ (e.g. work on dorm radio, for a university or faculty magazine, student auxiliary technical help, student ambassador, member of a programme board, etc.): 30 points;
    - II. presentation of the results of student scientific research activity or comparable activity at national or international level: 30 points;
    - III. representation of UPJŠ in artistic, social or sporting activities, resulting in a placing in one of the first three places within the national championships or comparable competition: 30 points;
4. All the criteria listed in paragraph 3 of this Article must be documented by the applicant for the SDC no later than 31 March of the year in which the request for accommodation is made.
5. From the sum of the points obtained under paragraph 3 of this Article, the Committee shall deduct points for violations of the House and Accommodation Rules, specifically 50 points for a written warning from the Director of SD&C for violation of the said rules in the period from 1 April of the previous year to 31 March of the current year. From the sum of the points obtained under paragraph 3 of this Article, the Committee shall deduct 30 points for non-compliance with payment discipline under Article 14(2)(f) of these Rules, i.e. for non-compliance with any of the obligations relating to the conditions for payment of accommodation fees (in particular their amount and due date) in accordance with the concluded accommodation contract.
6. In the event of withdrawal from the contract under Article 13(2), the student's right to have accommodation assigned expires in the academic year following the year in which the accommodation provider has withdrawn from the contract due to a serious violation of the House and Accommodation Regulations.
7. The ranking list is determined on the basis of the resulting number of points. In the event of an equal number of points, the applicant's ranking will be determined by his/her weighted study average achieved in the previous academic year.
8. The SDC shall submit a ranking list drawn up in accordance with these criteria to the Committee for approval no later than 1 May of the relevant year. The Committee shall discuss and approve the ranking list by 15 May of the relevant year at the latest.

9. The approved order of applicants to whom accommodation has been allocated under this Article shall be published by the Director of SD&C within 5 days of its approval in the authorised zone of the AIS, no later than 30 May of the relevant year.

### **Article 10**

#### **Procedure for Allocating Accommodation for Full-time Students of 3rd Level Studies**

1. Full-time students of 3rd level studies who are interested in accommodation in the SD in the next academic year and meet the conditions submit an application electronically (using the AIS) in the period from 1 March to 31 March of the respective year. The list of these applicants is submitted by the SDC to the Committee for approval before 1 May of the year concerned.
2. The list submitted by the SDC and the ranking list established in accordance with the criteria referred to in Article 9 of these Rules shall be discussed by the Committee by 15 May of the year concerned at the latest.
3. When distributing the accommodation capacities of the SD for the next academic year and before drawing up the waiting lists of applicants for accommodation under Article 9 of these Regulations, the Director of SD&C shall create a reserve for future full-time students of the first year of 3rd level studies on the basis of data from individual faculties.
4. Students admitted for the following academic year to the first year of full-time study at the 3rd level shall, based on instructions from the relevant faculties, submit an application for accommodation to the Higher Education Department at the UPJŠ Rectorate no later than 10 days after receiving the application form for accommodation, which they receive from the faculties together with the decision on admission.

### **Article 11**

#### **Conditions for Providing Accommodation to Other Persons**

1. Students of other forms of study and guests of UPJŠ can also be accommodated in the SD for a short time in designated areas (guest rooms).
2. During the summer holidays, student dorms can accommodate:
  - a) international students not travelling home,
  - b) students on compulsory work experience based on the submitted list from the faculty,
  - c) students preparing their diploma thesis on the basis of confirmation from the faculty (but for not more than one month),
  - d) students who request it, based on the decision of the director of SD&C (but for not more than one month).



**Article 12**  
**Placement of Students in Student Dorms**

1. The student dorms are obliged to accommodate persons in accordance with their entitlement and the approved waiting lists, and also persons to whom accommodation has been allocated under paragraph (8) of Article 7 of these Regulations.
2. The accommodation department of the SD in cooperation with the student government places students so that, if possible, students of the same faculty are accommodated together in the same rooms within one block.
3. A student may move during the year only with the consent of the head of the relevant section of the SD and in agreement with all roommates.
4. Women and men accommodated in the SD must have separate sanitary facilities.
5. Married students can be accommodated together in the SD in a shared room if they are both students and both have been assigned accommodation.
6. Due to capacity reasons, the director of SD&C may, with the consent of the accommodated persons, decide to place an extra bed.
7. Accommodation of students in a separate single room is possible only where there is sufficient capacity of the SD or in a case worthy of specific consideration, stated in the application, which the student submits to the director of SD&C. Such a request may be granted by the Director of SD&C only with the consent of the Rector or the Vice-Rector authorized by him.

**Article 13**  
**Termination of Entitlement to Accommodation**

1. The student's entitlement to accommodation in SD&C expires if the student does not take up residence without serious reason and does not deliver a written excuse to the director of SD&C or a member of SD&C within 5 days from the official start of teaching in the relevant academic year.
2. The student's right to accommodation also expires in the following cases:
  - a) upon the conclusion of an agreement between the accommodation provider and the student on the termination of the accommodation contract; the effects of termination of the contract occur on the date specified in the contract;
  - b) termination, interruption or expulsion from studies;
  - c) withdrawal from the contract by UPJŠ; the effects of the withdrawal shall occur on the third day from the date of delivery of the withdrawal to the student under the provisions of paragraph (3) this article;
  - d) termination of the contract by the student; The notice period is 2 (two) months and starts from the first day of the calendar month following receipt of the notice.

3. UPJŠ may withdraw from the contract with a student only due to a serious violation by the student of the House and Accommodation Rules in accordance with Article 14(5) of these Regulations.
4. The proposal to withdraw from the contract must be discussed in advance by the director of SD&C with the SDC. Withdrawal from the contract must be in writing and served to the student in person.
5. After graduation, abandonment or expulsion from study, a foreign student may reside in the SD during the period required for handling the necessary formalities related to his/her departure for a maximum of 30 days, a domestic student for no more than 5 days after his/her grade or the last state examination.
6. The termination of accommodation with another contracted accommodation provider is governed by the accommodation contract concluded between the student and the contracted accommodation provider.

#### **Article 14**

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

1. The accommodated student has the right:
  - a) to basic furnishing of the assigned room;
  - b) to regular changes of bed linen (once every 2 weeks);
  - c) to receive visits under Article 15 (4) of these Rules;
  - d) to use the common areas;
  - e) to submit suggestions and comments to the Director of SD&C through the SDC on issues related to the operation of the SD.
2. The accommodated student is obliged:
  - a) when moving to the SD, to present to the relevant section of the SD:
    - an identity card, (for foreigners a valid passport);
    - a photo measuring 2 x 3 cm;
    - a completed and signed contract of accommodation and proof of payment for accommodation;
  - b) to stay exclusively in the assigned room;
  - c) to maintain cleanliness and order in the assigned room by cleaning it themselves;
  - d) to keep tidy the common areas of the SD (study room, kitchen, corridors);
  - e) to save electricity, water, etc.;
  - f) to pay accommodation fees in accordance with the contract of accommodation;
  - g) when entering the SD, to present the card of the accommodated student without being asked;
  - h) to comply with the provisions of the House and Accommodation Rules;
  - i) to observe safety and fire protection measures;

- j) always to lock the room when leaving the room for a short time;
  - k) to observe an ethic of mutual respect and tolerance towards roommates and employees of SD&C;
  - l) to compensate for the damage caused by the SD within 15 days of delivery of the decision on compensation to the student;
  - m) to comply with hygiene rules, instructions of a competent doctor or hygienist;
  - n) in emergency situations, to follow the instructions of the director of SD&C.
3. It is forbidden for accommodated students:
- a) to enable a stay in the SD to persons who are not registered with the accommodation department or with the door staff on duty;
  - b) to move to another room without the agreement of the head of the accommodation department of SD&C;
  - c) to damage the property and equipment of the SD&C;
  - d) to receive visitors outside visiting hours;
  - e) to move inventory out of rooms;
  - f) to consume alcoholic beverages and narcotic substances;
  - g) to possess, manufacture or keep narcotic drugs or psychotropic substances or poisons;
  - h) to smoke in the SD building;
  - i) to carry weapons and ammunition or keep them in a condition permitting their immediate use;
  - j) to riot, throw bottles and other objects or garbage out of windows and balconies;
  - k) to disturb other accommodated persons during quiet hours after 22.00;
  - l) to interfere with the installation of any kind;
  - m) to use prohibited electrical appliances with a power input of more than 200 W (e.g. cookers, air fryers, electric baking pans and any heaters);
  - n) to carry out business activities in the SD;
  - o) to keep or raise animals, except aquarium fish;
  - p) to provide their accommodation card to another person;
  - q) to take plates, salt shakers and cutlery from the dining room to the student rooms.
4. The student is obliged to follow the instructions of SD&C when checking out of accommodation, in particular to: hand over the entire inventory and the cleaned room with accessories to the SD administration, return the key and accommodation card, pay for damages caused and arrears for accommodation, deregister from the records at the relevant section of the SD.
5. Violation of any of the obligations and prohibitions listed in paragraph (2) sub paragraph (f), (l), or (n), or paragraph (3) sub-paragraph (a), (c), (g), (i), (j), (k) or (p)

of this Article will be considered a serious violation of the House and Accommodation Rules on the part of the student and will result in UPJŠ withdrawing from the contract with the student. Violation of any of the other obligations and prohibitions referred to in (2) and/or 3 of this Article shall entitle the Director of SD&C to issue an oral or written warning

### **Article 15 Internal Rules**

1. Student dorms open at 5:00.
2. Student dorms close at 24:00.
3. The door staff on duty will enable an accommodated student to enter the SD even after 24.00 hours only after the presentation of the accommodation card.
4. Visitors can be received:
  - a) in common areas in the lobby from 9.00 to 22.00,
  - b) in rooms after entry in the Guestbook from 9.00 to 22.00. (the person visiting the accommodated student is obliged to prove his/her identity with an identification document to the serving door staff, who takes down the first name surname, document number and the first name and surname of the visited person, their room number and time of arrival/departure). The accommodated (visited) person is obliged to accompany the person visiting the accommodated student or is obliged to pick him/her up at the door and hand over their accommodation order to the door staff on duty; after the departure of the person visiting the accommodated student, the door staff on duty is obliged to return the accommodation card to the accommodated student,
  - c) The closest relatives (parent, sibling, spouse) may exceptionally visit the accommodated person in their room even outside visiting hours.
5. Guests must be quiet in the SD from 22:00 to 6:00.

### **Article 16 Inspection of Accommodation**

1. The Director of SD&C and the Head of the SD Department at Popradská ul. 66 and 67, or authorized employees of the SD, in order to carry out inspections, have the right to access the accommodation premises (rooms) in the presence of or with the consent of the students accommodated therein or in the presence of members of the SDC.
2. In the event of a threat to the health of the accommodated students or a threat to the property of the SD, in the case of repairs and maintenance of SD&C property, the relevant employees of the SD may enter the accommodation premises (rooms) even without the presence or consent of the students accommodated therein, subject to the condition of records being made of the actions taken by the employees of the SD.

### **Article 17 Special provisions**

1. Based on the provisions of Section 4(3) of the Higher Education Act, the inviolability of the SD as a place constituting academic space is guaranteed, except in cases of threat to life, health, property or cases of natural disaster.
2. No political parties or political movements may carry out political activities in the SD.

**Article 18**  
**Final provisions**

1. These House and Accommodation Regulations enter into force and effect on the day they are signed by the Rector of UPJŠ, i.e. on 16.12.2022.
2. As of the effective date of these House and Accommodation Rules, the House and Accommodation Rules of Pavol Jozef Šafárik University in Košice No.: 3354/2014 dated 20.08.2014 are hereby repealed.

Prof. RNDr. Pavol Sovák CSc.  
Rector of UPJŠ