



**Guarantee:** Rector's Section

Košice on 11th December 2007

Ref. No.: 3927/2007

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

In accordance with provision of Section 15 paragraph I subparagraph I Law Act No. 131/2002 Coll. on Universities and on the Changes of and/or Amendments to some of the Law Acts as amended (hereinafter "Law Act on Universities") I hereby issue these House and Accommodation Rules of Pavol Jozef Šafárik University in Košice (hereinafter "House and Accommodation Rules").

### **Article 1 Introductory Stipulations**

House and Accommodation Rules:

1. Regulate the rules, according to which houserrooms are allocated to applicants for accommodation in the Pavol Jozef Šafárik University Student Residence and Dining Halls (hereinafter "Student Halls"), as well as in some other accommodation facilities, in which the University contractually arranges accommodation for its students.
2. Lay down the code of conduct of students accommodated in the Halls and the details on housing the students, including the issues of student self-rule (hereinafter ("SSR").

### **Article 2 Fundamental Provisions**

1. Student Halls are special-purpose establishment of Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ").
2. UPJŠ owns the Student Halls at Medická Street Nos. 4 and 6 and at Popradská Street Nos. 66 and 76. Particulars on the organisation, management, and operation of Student Halls are given in the Organizational Manual of UPJŠ Student Halls.
3. Student Halls offer accommodation to UPJŠ students under a contract of accommodation
4. It is the Director of UPJŠ Student Halls who is entitled to award contracts with students and employees of, or visitors to UPJŠ.
5. Where appropriate, UPJŠ also arranges for its students accommodation under contracts with other accommodation providers. The contract of accommodation is in such instances made with the students by the appointed employee of the University contractual partner on the basis of a waiting list (Article 7 paragraph 6).

### **Article 3 Student Halls Management**

1. Student Halls are managed by the Director within the extent as stipulated in the Organizational Manual of UPJŠ Student Halls.
2. The Director of Organizational Manual of UPJŠ Student Halls is accountable to the UPJŠ Rector for the operation of Student Halls under Article 2 paragraph 8 of the UPJŠ Organizational Manual.
3. Director of Student Halls cooperates with the SSR.
4. Director of Student Halls is obliged to consult any changes of Student Halls bylaws with the representatives of SSR.

#### **Article 4 Student Self Rule**

1. Under Student Self-Rule one understands the right of students accommodated in the Student Halls to participate through their elected representatives or directly (e.g. at assemblies of students accommodated in the Student Halls) in managing affairs related to the life in Student Halls in accordance with the provisions of House and Accommodation Rules.
2. The Student Halls Board (hereinafter "SHB") elected by the students of individual faculties accommodated in the Student Halls is a student self-rule body. Details on the mode of holding the SHB elections are governed by the electoral regulations for the SHB elections.
3. SHB cooperates with the Director of UPJŠ Student Halls, has the right to propose initiative motions to the UPJŠ Student Halls Director with the purpose of removing any defects, improving the services, conditions for rest and leisure, study, etc. SHB is also engaged in the protection of property administered by the Student Halls and in observing the House and Accommodation Rules.
4. SHB prepares waiting lists on the basis of applications for accommodation under the criteria contained herein and submits these for approval to the UPJŠ Housing Committee.
5. The SHB members putting together waiting lists for accommodation are entitled to claim from the applicants for accommodation any documents required for verifying correctness of the particulars given in the application forms. Should the applicant fail to submit such documents within a predefined period of time, their application shall be turned down.
6. The SHB also cooperates with the management of the contractual partner providing for accommodation of students in their premises.
7. The SHB obeys its own Organization Handbook. The SHB is accountable for its activities to the students accommodated in the Student Halls.

#### **Article 5 UPJŠ Housing Committee**

1. The UPJŠ Rector appoints the respective UPJŠ Housing Committee (hereinafter the "Committee") for each academic year. The Commission consists of the following:
  - a. Vice Rector for University Education
  - b. Vice Deans for Study Affairs of individual faculties (one from each faculty)
  - c. Director of Student Halls
  - d. Representative of the Rectorate Study Affairs Department
  - e. Representative of study affairs departments of individual faculties (one from each faculty)
  - f. Representative of SHB (one from each faculty)
2. The Committee tasks include approving the applications for accommodation and waiting lists for housing the students as compiled by the SHB, evaluation of the process of allocating the housing capacities, and presenting the motions for optimization of accommodating the UPJŠ students.
3. The Committee convene as need may be, at least twice a year. External accommodation providers under Article 2 paragraph 5 are invited to take part in the Committee proceedings.

**Article 6**  
**Allocation of Accommodation Capacity**

1. Accommodation capacity is allocated according to both accommodation provider and accommodation addressee.
2. The accommodation capacity is divided according to the provider as follows:
  - a. The UPJŠ accommodation capacity, i.e. one represented by the UPJŠ Student Accommodation and Dining Halls,
  - b. Accommodation capacity following from the contracts made by and between UPJŠ and external providers.
3. The accommodation capacity is divided according to the addressee as follows:
  - a. capacity reserved for the applicants admitted in the first years of baccalaureate, Magister, or linked levels of full-time form of study,
  - b. capacity reserved for the students of the third (PhD.) level in full-time form of study,
  - c. capacity reserved for the remaining full-time students at the first two levels of university education,
  - d. capacity reserved for the students studying under inter-governmental agreements (Erasmus, CEEPUS, Leonardo da Vinci, etc.),
  - e. capacity reserved for other purposes as established by the Committee , including the number of allocations reserved for the appeal procedure.
4. Accommodation capacity as given in paragraph 2 subparagraph a. herein is primarily intended for the addressees characterised in paragraph 3 herein under subparagraphs b. through e.
5. Accommodation capacity as given in paragraph 2 subparagraph b. is primarily intended for accommodating the admitted applicants characterised in paragraph 3 herein under subparagraph a.

**Article 7**  
**Conditions Common to Applicants for Accommodation**

1. No applicant is legally entitled to accommodation in the Student Halls or contractually agreed establishment.
2. Applicant for accommodation may only file a single application for accommodation. In their application they may specify a preferred place of accommodation; however, this information is not binding for making a decision and merely serves as orientation.
3. The applications forms of those applicants shall be excluded from the process of decision-taking, who:
  - a. were dismissed in the past from accommodation in the Student Halls or in any other contractually agreed establishment by virtue of violating discipline and order,
  - b. were more than once admonished in the past in the Student Halls or in any other contractual establishment for violating the House and Accommodation Rules,
  - c. have their study interrupted for the period or its part, for which they apply for accommodation,
  - d. have given false statements in their application,
  - e. filed more than one application for accommodation,
  - f. study in another form of study than the regular full-time study,
  - g. failed to supply the SHB or Committee the required particulars.
4. The student may appeal against the award of non-allocation of accommodation to the Rector within 8 days from the date of bringing the lists into the open.
5. The Director of Student Halls shall make a contract of accommodation for the respective academic year with the student who has been allotted accommodation in the Student Halls
6. The student having been allotted accommodation in a contractually agreed establishment shall enter into contract of accommodation for the respective academic year with the employee in charge of a given establishment.

## Article 8

### Procedure of Allocating the Accommodation for the Applicants Admitted Into the First Years of Baccalaureate, Magister, or Linked Forms of Full-Time Study

1. The students enrolled for the full-time study baccalaureate, Magister, or linked forms of the first two levels of the full-time study or graduates from the baccalaureate level from other universities admitted for the full-time Magister study at UPJŠ, receive from the faculties, along with the advice of admittance an application form for accommodation containing the instructions on how to fill it in. The students delivery in person or by mail the application form properly filled in to the study department of the respective faculty within 15 days from the date of receipt of the advice of admittance (however, not later than on 31st July).
2. The applications from the applicants residing in the region of Košice, Prešov, Košice-precincts, as well as those residing in the villages between Košice and Prešov shall be discarded from any further proceedings. Students suffering from grave health impairment (GHI), orphans and semi-orphans are the exception to the above rule.
3. The particulars from the advice of delivery, mainly full name and permanent residence, shall be stored by individual study affairs departments into the Academic Information System (hereinafter the "AIS"). The records have to be within 5th August at the latest.
4. The SHB authorised members will set up a joint list on the basis of the data obtained from the AIS and any required consultations with the study affairs departments of individual faculties under the criteria as set out in paragraphs 7 and 8 hereof. They shall submit the joint list so prepared for approval to the Committee within 10th August.
5. The Committee shall debate and approve within 20th August at the latest.
6. After approving in the Commission, the UPJŠ Department of University Education officer shall publish the list at the University web site along with the instructions on taking further steps (e.g. how to sign the individual accommodation contract). The above officer shall deliver a copy of the list to the accommodation provider within five days from the date of its approval.
7. The contractual provider shall be allocating accommodation under the above list until the contractually agreed bed capacity is saturated.
8. The list is compiled on the basis of sum total of the points awarded to the applicants under the following criteria:
  - a. distance between Košice and the place of their domicile in km: 1 point for 1 km (maximum 150 points may be awarded)<sup>1</sup>,
  - b. number of inevitable changes of trains (or other means of transportation interchangeably): 5 points for 1 change, 10 points for two or several changes,
  - c. student – full orphan: 150 points,
  - d. student – semi-orphan: 75 points.
9. Those applicants for accommodation, who filed an authenticated document on their grave health impairment (GHI), shall be placed at the top of the waiting list regardless of the distance to their domicile and any other criteria as set out in paragraph 8 hereof.

## Article 9

### Procedure of Allocating the Accommodation for Full-time Students of the PhD. Level of Study

1. Full-time students newly admitted to the third form of study (PhD. study) and full-time students of the third form of study (doctoral study) may apply for accommodation in the Student Halls.
2. Applications from the applicants having their domicile within the perimeter shorter than 30 km from Košice shall not be accepted. Students suffering from grave health impairment (GHI), orphans and semi-orphans are the sole exception to the above rule.
3. The full-time students of the third (PhD.) level of study, interested in accommodation in the Student Halls in the following academic year and complying with the conditions contained in the preceding paragraph,

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<sup>1</sup> Permanent esidence as given in the application for for study at a faculty is considered one's domicile.

- file their respective application forms in electronic form (AIS) between 1st March and 30th April . The SHB submits the list of applicants to the Committee for approval by 1st June.
4. The Committee shall negotiate the list prepared in accordance with Article 10 by 15th June at the latest.
  5. In allotting the accommodation capacities in the Student Halls for the following academic year and prior to making the waiting lists of applicants for accommodation under Article 9 , the Director of Student Halls will create a reserve on the basis of data from individual faculties for future students of the first year of full-time study in the third (PhD.) form of study.
  6. The students admitted into their first year of full-time study on the third level for the following academic year shall file, under the instructions from individual faculties, their application for accommodation to the Department of University Education at the UPJŠ Rector's Office within 10 days at the latest from the date of receipt the application form for accommodation, which they will obtain from the faculties along with the Admission for Study Decree.
  7. The employee at the Department of University Education at the UPJŠ Rector's Office shall discard the applications from the applicants having their domicile in Košice, Prešov, in the district of Košice – precincts, as well as of those having their domicile in the villages between Košice and Prešov. Students suffering from grave health impairment (GHI), orphans and semi-orphans are the exception to the above rule. The above employee shall submit the list modified in this way to the Director of Student Halls by 10<sup>th</sup> August at the latest.
  8. The Director shall prepare contracts of accommodation as per the list approved.

#### **Article 10**

##### **Procedure of Allocating the Accommodation to students of the first two levels of full-time study**

1. The students of the first two levels of full-time study may apply for accommodation in the Student Halls under this Article.
2. The applications of the applicants shall be discarded from any further procedure having their domicile in Košice, Prešov, in the district of Košice – precincts, as well as of those having their domicile in the villages between Košice and Prešov. Students suffering from grave health impairment (GHI), orphans and semi-orphans are the exception to the above rule.
3. The applicants file their respective application forms in electronic form (AIS) between 1st March and 30th April of the respective academic year. The authorised representative of SHB shall publish the information on the date of filing the application forms at the University web site by 15th February of the respective academic year
4. The applicant shall be awarded the following points for the criteria as follow:
  - a. distance between Košice and the place of their domicile in km: 1 point for 1 km (maximum 150 points may be awarded) <sup>2</sup>
  - b. number of inevitable changes of trains (or other means of transportation interchangeably): 5 points for 1 change, 10 points for two or several changes,
  - c. student – full orphan: 150 points,
  - d. student – semi-orphan: 75 points.
  - e. Students in their last years of study: 50 points
  - f. Membership in the SHB: 50 points
  - g. Membership in the AS or Student Universities Council: 30 points
  - h. Documenting the activities in accordance with the objectives and needs of UPJŠ:
    - i. Local activities at UPJŠ (for instance, work in the Student Halls Radio, faculty magazine, the AKADEMIK ensemble, and the like): 20 points,
    - ii. Presentation of results in the Student Research and Professional Work or participation in the simulated court trial on a nation-wide or international level: 50 points,
    - iii. Representation of the University in artistic, social, or sport performance, which results in winning one of the first three positions within the nation-wide championship or the nation-wide contests corresponding to the former: 50 points,

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<sup>2</sup> Permanent residence as given in the application for to study at the faculty is considered domicile.

- i. achievements in the study expressed by weighted point average: the number of points is calculated under the following formula: (three minus weight point average of the applicant) multiplied by 30<sup>3</sup>.
5. From the sum total of points acquired under paragraph 4, malus shall be subtracted for breaking the House and Accommodation Rules under the following formula: 50 times number of admonitions in writing for breaking the House and Accommodation Rules in the period between 1st May of the previous year until 30<sup>th</sup> April of the current year.
6. The list of persons accommodated shall be compiled on the basis of the resulting sum total of points. In case of equal number of points, the weighted study average achieved in the previous academic year shall decide on the placement of the applicant.
7. The applicants for accommodation who have submitted their respective authenticated documents of grave health impairment (GHI) shall be placed at the beginning of the list regardless of the distance of their domicile and other criteria as set out in paragraph 4 hereof.
8. The SHB shall submit the list prepared according to the above criteria to the Committee by 1st June at the latest. The Committee shall discuss the list by 15th June at the latest.
9. The approved list of students having been allocated the accommodation under this Article shall be published by the authorised representative of the SHB in the Student Halls premises, on notice boards of individual faculties, and on the UPJŠ web site by 30<sup>th</sup> June at the latest.
10. In making the contracts on accommodation of students under this Article, the Director shall proceed according to the approved list until the capacity specified for the purpose is saturated.

#### **Article 11**

##### **Conditions for Awarding the Accommodation to Other Persons**

1. Students of other forms of study and University visitors may temporarily be lodged in the Student Halls in premises specified for the purpose (visitor rooms).
2. The following persons may be accommodated in the Student Halls during the holidays:
  - a) international students not travelling home,
  - b) students undergoing their obligatory field training on the basis of a list submitted by the respective faculty,
  - c) students writing their degree theses on the basis of a list submitted by the respective faculty (for one month at the longest),
  - d) students who apply for the same following the decree by the Director (for one month at the longest).

#### **Article 12**

##### **Housing the Students in the Student Halls**

1. Student Halls accommodate the students on the basis of lists of those students who have been allocated their accommodation (Articles. 9 and 10).
2. Student Halls are obliged to accommodate the persons under the list and those who have been allocated the accommodation under the UPJŠ Rector's Decree issued in the appeal proceedings.
3. The Accommodation Department in cooperation with the Student Self-Rule shall possibly allocate the students of the same faculty in the rooms within one and the same block.
4. The student may only move to another room during the course of the year with the approval from the Accommodation Department and following the agreement by all of the inmates.
5. Women and men accommodated in the Student Halls must have separate hygienic premises provided.
6. Married students may be accommodated in the Student Halls in a single room, if both of them are students of the University and both of them have been allocated accommodation.

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<sup>3</sup> Study achievements for the first semester of study is considered with the students of the first year; the study achievements for the entire academic year is considered with the remaining students

**Article 13**  
**Lapse of Accommodation**

1. The accommodation shall lapse for the student:
  - a) if the student fails to accommodate themselves without giving a serious reason and excuse to the Director of the Student Halls within 5 days from the date of enrolment for the respective academic year; one shall proceed analogically in the contractually agreed establishment,
  - b) by deregistering from accommodation upon one's own request,
  - c) by completing or interrupting the study, by being dismissed from the study or transferred to another school,
  - d) by avoiding the contract from the part of the Student Halls Director following the decision of the UPJS Disciplinary Board.
2. After completing the study, abandoning the study, being dismissed from the study, the international student may still reside in the Student Halls during the period of settling the appurtenances required for their departure for 30 days at the longest, the national students for 5 days at the longest after their completing the fifth year of study or after passing the last state examination.

**Article 14**  
**Rights and Obligations of the Students Accommodated**

- 1) The accommodated student is eligible for the following:
  - a) basic room furnishings,
  - b) regular change of bed clothes (once in 2 weeks),
  - c) receiving the visitors under Article 15 paragraph 4,
  - d) exploit common premises,
  - e) file to the Student Halls Director motions and recommendations concerning the issues of the Students Halls by means of SHB.
- 2) The accommodated student is obliged to:
  - a) to submit to the Accommodation Department at the time of moving in the Student Halls the following:
    - personal ID card (alien citizens present their valid passport),
    - photograph 2 x 3 cm,
    - fill in the accommodation card with correct particulars,
    - filled-in and signed contract of accommodation and payment slip on having paid the accommodation fee.
  - b) put up exclusively in the room allotted,
  - c) keep the room clean and tidy by one's own cleaning,
  - d) maintain order in the Student Halls common premises (study room, kitchenette, corridors),
  - e) save electric power, water, etc.,
  - f) pay the accommodation fees one month ahead,
  - g) at the entry to the Student Halls present without being asked to do so one's ID card of the student accommodated,
  - h) observe the stipulations of the House and Accommodation Rules,
  - i) follow safety and fire fighting instructions,
  - j) lock the room when leaving it even for a short period of time,
  - k) abide by ethics of mutual respect and tolerance toward roommates and Student Halls employees,
  - l) compensate for the damage caused to the Student Halls within 15 days from the date of receiving the decree on the compensation for damage,
  - m) follow the hygienic regulations, instructions of the respective physician or hygienist,
  - n) follow the instruction of the Student Halls Director in emergency situations.
- 3) The student accommodated is prohibited:
  - a) to enable accommodation in the Student Halls to persons not registered at the Department of Accommodation or with the porter in charge,

- b) to move into another room without the agreement of the person in charge of accommodation,
  - c) to derogate property and equipment of the UPJŠ Student Halls,
  - d) to receive visitors beyond the visiting hours,
  - e) to remove articles of inventory from the room,
  - f) to abuse alcoholic beverages and narcotics,
  - g) to keep, produce or maintain stupefying or psychotropic substances or poison,
  - h) to smoke in the premises of the Student Halls,
  - i) to carry guns and ammunition and keep these in a state allowing their immediate use,
  - j) to break the peace, throw out bottles and/or other items or debris from Windows and balconies,
  - k) to disturb other persons accommodated during silent hours after 10 p.m.,
  - l) to encroach upon installations of whatever kind,
  - m) to make use of forbidden electric appliances whose power requirement exceeds 200 W (cooking stoves, deep fryers, cookers, microwave ovens and any heaters),
  - n) to carry out any entrepreneurial activities in the Student Halls,
  - o) to keep and breed animals apart from aquarium fish,
  - p) to lend one's accommodation ID card to another person,
  - r) to take away from the dining hall any plates, salt boxes, and cutlery.
- 4) At the time of deregistering from accommodation, the student is obliged to follow the instructions of the UPJŠ Student Halls, especially:
- to pass to the Students Halls Administration the entire set of inventory and the room and accessory equipment cleansed,
  - to return the key and the ID of the accommodated person,
  - to compensate for any damages done and outstanding arrears for accommodation,
  - to sign off the registration at the Department of Accommodation.

### **Article 15 Internal Regulations**

1. Student Halls open at 5 a.m..
2. Student Halls close at 12 p.m..
3. The porter in charge shall let the accommodated student in after presenting to the former the accommodation ID.
4. Visitors may be received:
  - a) in common premises entrance hall between 9 a.m. and 10 p.m.,
  - b) in the rooms after presenting the ID card between 9 a.m. and 10 p.m.,
  - c) next of kin (parent, sibling, husband/wife) may by way of exception visit the accommodated person beyond the visiting hours.
5. Silent hours in the Student Halls are between 10 p.m. and 6 a.m..

### **Article 16 Check-up of Accommodation Premises**

1. The Director of Student Halls and the Student Halls manager at Popradská Street Nos. 66 and 76 or employees authorized by the Student Halls to carry out check-up have the right of entry into the accommodation premises (Student Halls rooms) in the presence or with the agreement of the persons accommodated therein or in the presence of the members of SHB.
2. In case of endangering the health of the students accommodated or threat to property of the Student Halls, entry is allowed into the accommodation premises (Halls rooms) to the respective employees of the Student Halls also in the absence or without the agreement of the students accommodated therein.



**Article 17**  
**Specific Clauses**

1. Under Section 4 paragraph 3 Law Act on Universities, inviolability of Students Halls is guaranteed, apart from the instances of threat to life, health or property or in cases of natural disasters.
2. Political parties or political movements are banned from exerting any political activities in the Student Halls.

**Article 18**  
**Concluding Stipulations**

1. These House and Accommodation Rules become valid and affective on the date of signing the same by the UJŠ Rector, i.e. 14<sup>th</sup> December 2007.
2. The House and Accommodation Rules of Pavol Jozef Šafárik University in Košice of 24<sup>th</sup> April 2007 are cancelled on the date of effectiveness of These House and Accommodation Rules.

Prof. MUDr. Ladislav Mirossay, DrSc.  
UPJŠ Rector

