

Matej Bel University in Banská Bystrica
Facilities management
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BOARDING RULES

student homes and student canteens

Approved by: Ing. Jozef Mrena
Director of Special Purpose Facilities Administration

Article I.

Introductory provisions

- 1.1. Administration of special purpose facilities MBU (hereinafter referred to as SÚZ MBU) administers special purpose facilities of MBU, whose main mission is to:
 - (a) provide accommodation for students, aspirants, employees and MBUs, and meals for MBU students and staff according to capacity;
 - b) create conditions for study and rest for accommodated students;
 - c) create suitable conditions for health, sport, cultural and leisure activities according to spatial, financial and operational possibilities.
- 1.2. The SÚZ MBU boarding rules follow the MBU Statute and the SÚZ MBU Organizational Rules and regulate in a binding manner the conditions of residence and conduct of SÚZ MBUs.
- 1.3. SÚZ MBU can also use the free accommodation and catering capacity for foreign persons and organisations.

Article II.

Directing of SH and SC

- 2.1. The Director of SÚZ MBU is responsible for the management of student homes (hereinafter referred to as SH) and student canteens (hereinafter referred to as "SO") to the Rector of MBU.
- 2.2. The advisory body of the Director of SÚZ MBU is the management of the SB and the SB with its members:
 - (a) the Head of the SB and the Head of the SB;
 - (b) the Chairman of the Student Board of the MBU (hereafter referred to as SIR MBU).
- 2.3. SÚZ MBU management meets as needed. The Director of SÚZ MBU may also invite other employees of the SB and SJ and / or SJ to lead the SB and SB representatives of student bodies.
- 2.4. The public meeting of accommodated students may be convened by the Director of SÚZ MBU or the Chairman of the SIR MBU upon mutual agreement.

Article III.

Student boarding council

- 3.1. The accommodated students of individual faculties are represented by ŠIR of the given faculty and the Chairman of the ŠIR MBU.
- 3.2. Each member of SIR cooperates with the Director of SÚZ MBU.
- 3.3. At the beginning of the academic year, the SIR MBU Chairman will submit to the Director of SÚZ MBU a list of students who form SIR at the individual MBU faculties.

Article IV.
Accommodation terms and conditions in SH

- 4.1. The study departments are required to submit a list of students from the current to the penultimate year of the SÚZ MBU accommodation officer in February of the relevant year.
- 4.2. Accommodation Officer SÚZ MBU will prepare for the SÚZ Director the total capacity of beds for the following academic year starting from September.
- 4.3. The Director of SÚZ MBU will redistribute the total capacity of beds in SH among individual faculties of MBU according to the number of students of individual faculties (residing above 70 km) and their percentage ratio to the total capacity.
- 4.4. The allocation of beds for students is based on pre-prepared criteria for accommodation approved by the Student Parliaments of the individual faculties of MBU. Any student is entitled to comment on these criteria.
- 4.5. The student is obliged to register the application for accommodation in the AiS2 program.
- 4.6. The SIR Chairperson is responsible for the objective assessment of bedside applications.
- 4.7. The members of the SIR of each faculty occupy the beds according to the allocated quotas for each faculty.
- 4.8. The list of students who have been allocated a bed will be handed over to the director of SÚZ MBU by the chairman of SIR.
- 4.9. The results of the assignment respectively non-allocated beds in the SC will be published in the AiS2 program, in the vestibules of the respective SC and at www.MBU.sk.
- 4.10. The Director of SÚZ MBU will create a reserve from the total number of seats in order to resolve the appeal proceedings.
- 4.11. Students who have not been allocated a bed have the right to appeal to the Director of SÚZ MBU.
- 4.12. The Director of SÚZ MBU will decide with the MBU within 15 days after the deadline for appeals.
- 4.13. If the number of beds is not sufficient, extra beds can be allocated as a temporary solution for students. For the allocation of an extra bed, a written consent of all the roommates in the room where the applicant has found the extra bed is necessary. The Supervisor decides on the allocation of an extra bed. The student staying on an extra bed is obliged to move to the bed on the basis of a request from the head of the school and to pay the prescribed rent.
- 4.14. The student does not have a legal entitlement to a bed in SH.
- 4.15. Allocation of beds for students of the upcoming year will be provided by the Director of SÚZ MBU.
- 4.16. The Chief Executive of SH and the Chairman of the SIR have the right to remove from the list of students who are proposed for accommodation SIR or have received a bed in the SH on appeal, if:
 - (a) repetitively violated the SÚZ MBU Rules of Procedure;
 - (b) have not complied with the eviction instructions and have not moved within a specified time limit;

- (c) have violated in principle the coexistence terms and conditions;
- (d) there is no presumption that they will respect the SÚZ MBU Boarding Rules and the SÚZ MBU Director's Regulations (alcohol, smoking in the SH premises, night peace disturbance, electrical appliances, lies and others).

Article V.

Placement of students in SH

- 5.1. The Director of SÚZ MBU will decide on the placement of students in the SB in cooperation with the chairman of ŠIR.
- 5.2. The accommodation capacity of SÚZ MBU is reserved and prepared for the needs of full-time students from 1 September to 30 June, which is 10 months in accordance with the Higher Education Act, as well as from 1 September the rent regulation starts to run for each bed.
- 5.3. For the accommodation of childless students - spouses, if both are MBU students and have been allocated a bed, a separate double room with its own bathroom will be allocated in accordance with the SÚZ MBU.
- 5.4. It is not possible to accommodate spouses with children for unsatisfactory conditions.
- 5.5. The student has to move out of the SB no later than 30 June of the academic year. July and August are reserved for commercial activity, holidays and maintenance.

Article VI.

Terms of accommodation for other persons

- 6.1. Students of other forms of study, guests of MBU or other organisations may also be accommodated for short periods of time at the request of the Rector of MBU, the Dean of the Faculty, in accordance with the capacity options of the SB. The free capacity of the SB is decided by the Director of SÚZ MBU.
- 6.2. The SÚZ MBU boarding rules also apply to other persons who are allowed accommodation in the SB.

Article VII.

Termination of accommodation

- 7.1. Accommodation expires:
 - (a) upon expiry of the time specified in the Accommodation Agreement;
 - (b) by withdrawal from the Accommodation Contract pursuant to Article V of the Contract;
 - (c) if the student does not move to 30.09. and fails to notify the Leaders of the reason for not staying within the set deadline.
- 7.2. Upon termination, abandonment, exclusion from study at MBU, the student may reside in the SB for one month. Special cases are dealt with by the Director of SÚZ MBU.
- 7.3. The Chief Executive of SH and the Chairman of the ŠIR may independently cancel the accommodation upon their own discretion if the accommodated student has grossly violated the provisions of the SÚZ MBU's Rules of Procedure.

- 7.4. Upon receipt of a written decision to exclude them from the SHA from the SAC, the student has to move out of the SHA within 7 days. The student may file an appeal to the Director of SÚZ MBU within two days from the date of delivery of the decision.
- 7.5. Offenses of MBU student in SH, in which he does not live at that time, will be solved by Director of SÚZ MBU in cooperation with Dean of the relevant faculty of MBU.
- 7.6. The Chief Executive Officer or the Chair of the IRC has the right to prohibit access to the SHS by visitors who do not respect or ignore the SÚZ MBU Rules of Procedure.

Article VIII.

Rights and obligations of students staying in SH

- 8.1. **The accommodated student has the right:**
 - (a) for a single bed with accessories: quilt, pillow and bed linen;
 - (b) for the regular change of bed linen according to the principles of operation of the SH;
 - (c) use of inventory that is part of the room;
 - (d) use the common premises of the SH and participate in events in the SH;
 - (e) maintenance of the accommodation and inventory, maintenance shall be provided by the SC as soon as possible;
 - (f) for the maintenance and cleaning of common areas;
 - (g) use their own electrical appliances, provided that they are on the list of authorized electrical appliances published in the SH;
 - (h) submit proposals and comments on all issues of life in the SH to ŠIR, or through the Chief Executive, and request a statement on the resolution of submitted proposals and comments;
 - (i) to lodge a complaint concerning boarding life personally with the Head of the SH or by e-mail;
 - (j) receive visits to his room in accordance with Article IX. of these Rules of Procedure.

8.2. **The student is obliged to:**

- (a) comply with the laws of the Slovak Republic, the Housing Agreement, this Rules of Procedure, as well as other provisions relating to Health and Safety (OSH) and Fire Protection (hereinafter referred to as OPP). The Resident is obliged to follow the instructions of the Director of SÚZ MBU, the Chief Executive Officer, the Chairman and members of the SIR;
- (b) behave in such a way that it does not cause a fire or endangers the safety of other persons in the premises of SÚZ MBU;
- (c) on boarding the accommodation in the SH, familiarize with the Fire evacuation plan and with the Fire-alarm guidelines, which are located at the gatehouses and in the corridors in the individual SH, familiarize with the deployment of portable fire extinguishers and hydrants, escape routes and escape exits;
- (d) observe the instructions of the staff of the accommodation when accommodating;
- (e) in the case of accommodation, submit to the accommodation department: ID card, (foreigner a passport or residence permit), 2 photos 3x3.5 cm and confirmation of rent payment;
- (f) in case of moving to the assigned room, report any shortcomings and damages found to the SB management;
- (g) only to be accommodated in the assigned room unless otherwise decided by the Chief Executive;
- (h) keep order and cleanliness in the SH, in the assigned room and common areas, use the SH equipment as well as electricity and water in a sustainable manner;
- (i) make available at any time the assigned room and balcony to the staff of the boarding house for the purpose of carrying out maintenance or repair, checking the inventory and checking the provisions of these Rules of Procedure;
- (j) always switch off all electrical appliances, stop the water, close windows and balcony doors and leave all appropriate entrance doors before leaving the room;
- k) to safely store his valuables and money;
- (l) to pay the fees within a specified deadline;
- (m) to prove his / her residence card when entering the state enterprise;
- (n) protect the property and property of the state treasury;
- (o) accident to report without delay, after working hours at the gate;
- (p) immediately report the loss of the accommodation card or keys to prevent misuse and pay the loss fee;
- (q) in case of eviction from SH, hand over the accessories and borrowed inventory to the state administration in the state in which they were taken over during the accommodation, return the keys, pass the guest, pay the arrears and fully cover any damage caused;
- (r) to inspect all own electrical appliances by an electrician, who will sign a permit under which the student will pay the fee for their use to the Chief Executive;
- (s) respect the summons to the Chief Executive Officer;
- (t) follow the instructions of the Chief Executive Officer in extraordinary events (rodent control, training fire alarm, Civil Protection exercise).

8.3. The accommodated student may not:

- (a) violate the principles of coexistence, disturb other residents, especially at night time (from 10 PM o 6 AM);
- (b) damage and destroy SH property and equipment;
- (c) transfer the inventory of SH and SS to the room or move the inventory between rooms without authorization;
- (d) to collect garbage in the assigned room, shared areas in the cell, in the common kitchen, on the balconies and corridors, throwing objects and garbage out of windows and balconies;
- (e) allow accommodation in SH for persons not registered in the SH and not allowed to receive visits outside the specified time;
- (f) lend his accommodation card to another person or lend keys to the room to persons who do not have proper accommodation in the SH;
- (g) move to another room without the consent of the Chief Executive;
- (h) arbitrarily exchange door locks;
- (i) bringing and consuming alcohol, bringing, owning and using weapons, narcotics, drugs and their precursors;
- (j) to smoke in SÚZ MBU premises;
- (k) destroying and unjustifiably using fire-fighting equipment (hydrants, fire extinguishers, electrical fire alarms), safety and fire markings;
- (l) manipulate open fire (candles, grill, etc.) in SÚZ MBU buildings;
- (m) use their own electrical appliances without authorization;
- (n) store flammable or incendiary materials in rooms;
- (o) interfere with any installation;
- (p) keep animals in the SH;
- (q) place means of transport (or bicycles) in SH objects;
- (r) enter the roof of the SH.

8.4. Sanctions for failure to comply with the SÚZ MBU's Rules of Procedure see the Annex.

**Article IX.
Internal regulations**

9.1. The following needs to be observed in order to increase security and keep order on the SD:

- (a) a student home opens from 5 AM to 00.00 and after the midnight to ring;
- (b) a night room is open from 10 PM to 6 AM;
- (c) MBU student-to-student visits between SD are permitted from 8 AM to 00.00;
- (d) all other visits are permitted from 8 AM to 9PM;

9.2. **Signing in, signing up and logging out visits:**

- (a) the visit is obliged to report to the gatehouse, proof of identity after entering the SD building, sign up for a visit book, indicating its name, arrival time and name of the student visited;
- (b) the student will pick up the visit to the gatehouse and keep his / her accommodation card there;
- (c) the student visited is obliged to escort the visit from the school and take over his accommodation card;
- (d) the visit is obliged to write off in the guestbook upon departure, otherwise it will be considered as the possession of a foreign person, respectively visits with a subsequent sanction of the accommodated MBU student in accordance with the SÚZ MBU Rules of Procedure;
- (e) during the visit, the student is fully liable for compliance with all rights and duties.

Article X.
General, final and transitional provisions

- 10.1. The Boarding Rules of SÚZ MBU come into effect on 1 September 2014 and replace the valid boarding regulations from 1 September 2010.
- 10.2. The SÚZ MBU can be amended, supplemented or otherwise modified in writing if necessary.

In Banská Bystrica, on 2 June 2014

Ing. Jozef Mrena
Director of SÚZ MBU

Annex: Sanctions for failure to comply with the SÚZ MBU Rules of Procedure

No.	Sanctions	Price
1.	Loss of key	15 EUR
2.	Loss of ID	5 EUR
3.	Restricted, disclosed and forbidden electric devices	15 EUR per piece
4.	Breaking the non-smoking rule	15 EUR
5.	Breaking the rules of: hygiene, cleanness and order in the rooms, kitchens and common space	15 EUR
6.	In case one must be looked for in order to pay the rent	5 EUR
7.	Breaking the rule of night time peace (10 PM – 6AM)	15 EUR
8.	Lending the room key or SH ID to a person who does not live in SH.	15 EUR
9.	Moving into a different room without approval of the SH Director.	15 EUR

In Banská Bystrica, on 2 June 2014

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Director of SÚZ MBU