

Matej Bel University in Banská Bystrica
Administration of Special Purpose Facilities
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**RULES OF HALLS OF RESIDENCE
AND STUDENT DINING ROOM**

Matej Bel University in Banská Bystrica

Approved by:

Mgr. Ján Gréner
Administration of Special Purpose Facilities Director

Article 1

Introductory provisions

- 1.1 The Administration of Special Purpose Facilities of Matej Bel University in Banská Bystrica (hereinafter “ASPF”) runs the Halls of Residence 1 – 5 and the Student Dining Room of Matej Bel University, which:
 - a) provide accommodation, depending on capacity, to students, doctoral students, staff and guests of UMB, and meals to students and staff of the university;
 - b) create conditions for study and rest for the residents;
 - c) create suitable conditions for health, sports, cultural and hobby activities, depending on spatial, financial and operational possibilities.
- 1.2 The Rules of Halls of Residence and Student Dining Room of ASPF (hereinafter “RHRSDR”) follow up on the Statute of UMB and the Organizational Rules of ASPF and in a binding manner regulate the residential living standards of the accommodated students and visitors in the ASPF facilities.
- 1.3 ASPF can also use the free capacity for accommodation and meals for persons from outside and for organizations.

Article 2

Management of the halls of residence and student dining room

- 2.1 The management of the halls of residence and the student dining room is the responsibility of the ASPF Director, who reports to the Rector of UMB.
- 2.2 The advisory body of the ASPF Director is the Halls of Residence and Dining Room Management Team, which consists of:
 - a) the managers of individual residence halls and the manager of the dining room;
 - b) UMB Student Dormitory Council Chairman (hereinafter referred to as “SDC Chairman” and “SDC”).
- 2.3 The Management Team of ASPF meet as needed. The ASPF Director may also invite other staff of the residence halls and the dining room, and/or representatives of student bodies, to the meetings of the Management Team.
- 2.4 Public assemblies of the accommodated students may be convened by the ASPF Director or the SDC Chairman by mutual agreement.

Article 3

Student Dormitory Council of UMB

- 3.1 The accommodated students of individual faculties are represented by the Student Dormitory Council of the given faculty and the Chairman of UMB SDC.
- 3.2 Each member of SDC of the individual faculty cooperates with the ASPF Director.
- 3.3 In September, at the beginning of the academic year, the SDC Chairman submits a list of SDC members at individual faculties of UMB to the ASPF Director.

Article 4

Conditions for providing accommodation in the halls of residence

- 4.1 The study departments are obliged to submit the list of students from the current to the penultimate year to the accommodation officer of UMB ASPF in February of the current year.
- 4.2 The accommodation officer will prepare for the ASPF Director the total capacity of beds for the following academic year starting from September.
- 4.3 The ASPF Director will redistribute the total capacity of beds in the halls of residence among individual faculties of UMB according to the number of students of individual faculties (living more than 70 km from the hall of residence) and their percentage of the total accommodation capacity.
- 4.4 Beds are allocated to students on the basis of pre-prepared criteria for accommodation, which are approved by the Student Parliaments of individual UMB faculties. Any student can make comments on these criteria.
- 4.5 The student is obliged to register the application for accommodation in the AiS2 system according to the time schedule prepared by UMB ASPF in the current year.
- 4.6 The SDC Chairman is responsible for objective assessment of applications for the allocation of beds in the halls of residence.
- 4.7 The SDC members of each faculty will assign the beds according to the allocated quotas for individual faculties.
- 4.8 The lists of students who have been allocated a bed will be submitted by the SDC Chairman to the UMB ASPF clerk according to the time schedule in the current year.
- 4.9 The results of the allocation or non-allocation of a bed in the halls of residence will be published in the AiS2 system, in accordance with the time schedule in the current year.
- 4.10 The ASPF Director will create a reserve from the total number of beds in order to resolve the appeal procedure.
- 4.11 The students who have not been allocated a bed have the right to appeal to the ASPF Director in accordance with the time schedule of the current year.
- 4.12 The ASPF Director with the Commission decide within the appeal procedure on the allocation of a bed within 10 days after the deadline for applications for appeal (according to the time schedule).
- 4.13 In case of lack of beds, extra beds can be allocated to students as a temporary solution. The applicant must get the written consent of all roommates in the room where he/she found the extra bed. The hall of residence manager will decide on the allocation of the extra bed. In case a bed in the rooms gets free, the student accommodated in an extra bed is obliged to move to the bed and pay the prescribed rent on the basis of a request from the manager.
- 4.14 The student has no legal right to a bed in the halls of residence.
- 4.15 Allocation of beds for first-year students is provided by the ASPF Director.
- 4.16 The residence hall manager and the SDC Chairman have the right to delete from the list a student who is proposed for accommodation by SDC or has received a bed in the hall of residence in the appeal proceedings, if:
 - a) he/she repeatedly violated the Rules of Halls of Residence and Student Dining Room,
 - b) he/she did not respect the orders of the ASPF Director or the residence hall manager, or

- c) based on experience with the student's misconduct in the previous period, it is not expected that he/she will respect the Rules of Halls of Residence and Student Dining Room and the orders of the ASPF Director and the hall of residence manager.
- 4.17 Electronic communication between UMB ASPF and the student takes place exclusively through the mailboxes assigned by UMB to each student. Emails from private mailboxes will not be accepted.

Article 5

Accommodation of students in the halls of residence

- 5.1 The ASPF Director in cooperation with the SDC Chairman will decide on the accommodation of students in the halls of residence.
- 5.2 The accommodation capacity of the University is reserved for the needs of full-time students from 01 September to 30 June, i.e. 10 months in accordance with Act no. 131/2002 Coll. on Higher Education Institutions and on amendments to certain acts; at the same time, 01 September is the starting date to pay the rent for accommodation.
- 5.3 Student married couples without children where both are UMB students and have been assigned a bed can get a separate double room with its own bathroom, in accordance with the possibilities of the University.
- 5.4 Due to unsatisfactory conditions, it is not possible to accommodate student couples with a child.
- 5.5 The student must vacate the room no later than 30 June of the academic year. In the months of July and August, commercial activities, vacations and maintenance take place in the halls of residence and the dining room.

Article 6

Conditions for providing accommodation to other persons

- 6.1 Students of other forms of study, students of other universities (in the case of free capacity of beds reserved for UMB students, or guest rooms), UMB guests and other guests can also be accommodated in the halls of residence.
- 6.2 The use of the free capacity of beds for students or beds in the guest rooms is at the discretion of the ASPF Director or the manager of the particular hall of residence.
- 6.3 The UMB Rules of Halls of Residence and Student Dining Room apply to all persons accommodated in the UMB ASPF facilities.

Article 7

Termination of accommodation

- 7.1 Accommodation ends:
- a) upon expiry of the time specified in the accommodation agreement;
 - b) by withdrawal from the accommodation agreement by the accommodated person or the accommodation provider, in accordance with the provisions of the accommodation agreement;

- c) if the student does not move in by 30 September and does not notify the residence hall manager of the reason for non-accommodation within the set deadline;
- d) by expulsion from the hall of residence on the basis of a violation of the Rules of Halls of Residence and Student Dining Room.

7.2 Expulsion from the halls of residence:

The residence hall manager, as well as the SDC Chairman can each separately exclude the accommodated student in case he/she:

- a) damages and destroys the property and equipment of the hall of residence;
- b) allows accommodation for persons who are not officially registered and do not have a residence permit;
- c) lends his/her accommodation card to another person;
- d) brings in and consumes alcoholic drinks during the quiet hours; at the same time, disturbs other students, who have right to night rest and undisturbed study and relaxation;
- e) disregards the order of the receptionist to immediately end the disturbance of the quiet hours;
- f) does not allow a justified entry to the receptionist to ensure compliance with the Rules of Halls of Residence and Student Dining Room;
- g) does not respect the summons to the hall of residence manager;
- h) physically or verbally disproportionately attacks the employees of the hall of residence, as well as their co-residents.

7.3 After making a written decision on exclusion from the hall of residence by the residence hall manager or the SDC Chairman, the student must move out of the hall of residence within 7 days.

7.4 The student can make an appeal against the decision of the residence hall manager, and/or SDC Chairman to the ASPF Director within 2 days from the date of delivery of this decision.

7.5 The ASPF Director shall decide within 2 days from the delivery of the appeal.

7.6 Conditional expulsion from the hall of residence:

7.7 The hall of residence manager, as well as the Student Dormitory Council Chairman may conditionally exclude the accommodated student if the student violated the provisions of Article 8, 8.2 and 8.3. of the Rules of Halls of Residence and Student Dining Room.

7.8 After the imposition of conditional exclusion from the hall of residence and subsequent repeated violation of provisions 8.2. and 8.3. of the RHRSDR, the accommodated student will be immediately expelled from the hall of residence.

7.9 The offenses of a UMB student in the hall of residence where he/she is not currently staying will be resolved by the ASPF Director in cooperation with the dean of the relevant faculty of UMB.

7.10 The hall of residence manager or the SDC Chairman has the right to prohibit entry to the hall of residence by visitors who do not respect or ignore the RHRSDR.

Article 8

Rights and obligations of students accommodated in the halls of residence

8.1 The accommodated student has the right to:

- a) a single bed with accessories: a quilt, a pillow and bed linen;
- b) regular change of bed linen according to the principles of the hall of residence operation;
- c) the use of inventory included in the room;
- d) the use of the hall of residence common areas and taking part in events in the hall of residence;
- e) the maintenance of the accommodation space and inventory; the maintenance will be provided by the hall of residence without undue delay;
- f) the maintenance and cleaning of common areas;
- g) the use of their own electrical appliances, provided that they are in the list of permitted electrical appliances published in the lobbies on the notice boards of the hall of residence and have been inspected by the hall of residence electrician;
- h) through the UMB SDC, submitting proposals and comments to the hall of residence manager on all issues of hall of residence life and requesting a statement on the solution of the submitted proposals and comments;
- i) complaints concerning the residence life, made in person to the hall of residence manager, or sent by e-mail;
- j) receiving guests to his/her room in accordance with Article 9 of these Rules of Halls of Residence and Student Dining Room.

8.2 The accommodated student is obliged to:

- a) comply with the Law of the Slovak Republic and all other standards related to the services provided;
- b) comply with the Accommodation Agreement, Rules of Halls of Residence and Student Dining Room, as well as other safety and health protection rules, and fire protection rules;
- c) follow the instructions of the ASPF Director, hall of residence manager, SDC Chairman and members;
- d) allow access to his/her room to the receptionist, the hall of residence manager, the chambermaid, the maintenance worker to perform their work duties and inspections;
- e) upon commencing the accommodation in the hall of residence, get acquainted with the fire evacuation plan and fire-alarm directives, which are located at the reception and corridors in the hall of residence, get acquainted with the location of portable fire extinguishers and hydrants, escape routes and exits;
- f) follow the instructions of the accommodation office staff;
- g) on checking in to the hall of residence, submit an ID card (foreigners passport or residence permit), 2 photographs in the format 3x3.5 cm and proof of payment of rent at the accommodation office, and/or at the reception;
- h) when moving into the assigned room, fill in the "Protocol on taking over the room" and hand it over within 24 hours at the reception;

- i) stay exclusively in the assigned room, unless the hall of residence manager decides otherwise;
- j) maintain order and cleanliness in the hall of residence, in the allocated room and common areas, save the hall of residence equipment, save electricity and water;
- k) comply with epidemiological measures and related regulations in the event of emergency;
- l) put the bed linen on the pillow, quilt and use the sheet on the bed;
- m) always switch off all electrical appliances, stop the water, close the windows and balcony doors and lock all relevant doors before leaving the room;
- n) personally safely store his/her valuables and money; the University is not responsible for the loss of these things;
- o) pay the accommodation-related fees within a specified period;
- p) upon entering the hall of residence, prove his/her identity with the student accommodation card;
- q) protect the building and property of the hall of residence;
- r) immediately report accidents to the hall of residence manager, and after working hours, to the receptionist;
- s) immediately report the loss of the accommodation card or room keys in order to prevent their misuse and pay the loss fee, see Appendix 1 “Sanctions for non-compliance with the UMB Rules of Halls of Residence and Student Dining Room” (hereinafter referred to as “Appendix 1”);
- t) take responsibility for the assigned room, including the bathroom;
- u) when moving out of the hall of residence, return the accessories and borrowed inventory in the condition in which he/she received them on the commencement of accommodation, leave the room tidy and clean, return the keys, the student accommodation card, pay any arrears and pay in full any damage he/she has caused;
- v) respect the summons to the hall of residence manager;
- w) respect the instructions of the receptionist on duty;
- x) follow the instructions of the hall of residence manager in the case of extraordinary events (deratization, training fire alarm, civil protection exercises, extraordinary pandemic situation, etc.);
- y) follow the instructions of a doctor or sanitarian (in the event of a pandemic); if a student is placed in an isolation room due to illness (quarantine), he/she must not leave the room or accept visits without the doctor’s consent, and is obliged to follow current regulations;
- z) in case the student fails to vacate the room within the set deadline, the hall of residence manager has the right to evict the student. Any personal items and property left after eviction will be deposited in the hall of residence premises and after 1 year disposed of in the presence of a Student Dormitory Council representative.

8.3 **The accommodated student must not:**

- a) violate the principles of coexistence, disturb other residents, especially during the quiet hours (10.00 p.m. - 06.00 a.m.), or otherwise interfere with the undisturbed exercise of the rights of other residents;

- b) damage and destroy the property and equipment of the hall of residence;
- c) move the hall of residence and dining room inventory to the room or move the inventory between individual rooms without permission;
- d) accumulate garbage in the assigned room, common areas in the housing unit, in the shared kitchen, on balconies and corridors, throw objects and garbage from windows and balconies;
- e) enable accommodation in the hall of residence to persons who are not checked in and do not have a permit for accommodation or visit;
- f) lend his/her accommodation card to another person, lend room keys to persons who are not registered in the hall of residence, use the card from another accommodated person;
- g) move to another room without the consent of the hall of residence manager;
- h) arbitrarily replace door locks;
- i) bring and drink alcohol, violate the principles of good behavior and coexistence in the hall of residence, bring in and use weapons, narcotics, psychotropic substances and their precursors;
- j) smoke (tobacco products – electronic cigarettes, water pipes, etc.) on the premises of the UMB halls of residence, including balconies;
- k) destroy and unreasonably use fire-fighting equipment (hydrants, fire extinguishers, electric fire alarms), safety and fire signs;
- l) handle open fire (candles, grill, etc.) in the UMB halls of residence;
- m) use own electrical appliances without permission;
- n) store flammable or highly flammable materials in the rooms;
- o) interfere with the installation;
- p) keep animals in the hall of residence;
- q) place means of transport (bicycle, scooter, etc.) in the hall of residence, except for designated areas with the consent of the hall of residence manager;
- r) enter the roof of the hall of residence;
- s) carry out business or commercial activity on the premises of the hall of residence;
- t) physically or, in a particularly gross manner verbally assault the hall of residence staff, or other students;
- u) receive visits outside the specified time.

8.4 Sanctions for non-compliance with the Rules of Halls of Residence and Student Dining Room are governed by Appendix 1 "Penalties for non-compliance with the Rules of Halls of Residence" and Appendix 2 "Sanctions for non-compliance with the Rules of Halls of Residence – in emergency situations", which form an integral part of these Rules of Halls of Residence and Student Dining Room.

Article 9

Internal Order

9.1 In order to increase security and maintain order in the hall of residence, the following rules apply:

- a) The hall of residence is open from 5.00 a.m. to 12.00 p.m. and after 12.00 p.m. on request – ringing (at the time of regular rounds from 07.00 p.m. to 5.00 a.m., which are carried out by the receptionist on duty – informer, the Hall of Residence will be closed at 30-minute intervals);
- b) quiet hours are from 10.00 p.m. until 6.00 a.m.;
- c) visits are allowed from 8.00 a.m. until 10.00 p.m.;
- d) members of the SDC have the right to unrestricted access to the rooms in case of control of compliance with the Rules of Halls of Residence and Student Dining Room and are not subject to the provisions on visitors.

9.2 Check in, check out and registration of visitors:

- e) the visitor is obliged to check in at the reception after entering the hall of residence, to prove his/her identity, to register in the guest book, giving his/her name, time of arrival and the name of the visited student;
- f) the accommodated student will pick up the visitor at the reception and leave his/her accommodation card there;
- g) the visited student is obliged to accompany the visitor from the hall of residence and take back his/her accommodation card;
- h) on leaving, the visitor is obliged to check out in the guest book, otherwise it will be considered a violation of the Rules of Halls of Residence and Student Dining Room, while the accommodated person will pay an accommodation fee for the visitor according to the price list, with a subsequent sanction of the accommodated UMB student according to the Rules of Halls of Residence and Student Dining Room;
- i) for the duration of the visit, the accommodated student bears full responsibility for the visitor.

Article 10
Common, final and transitional provisions

- 10.1 The Rules of Halls of Residence and Student Dining Room take effect from 01 September 2023 and cancel the Hall of Residence Rules valid from 01 September 2021.
- 10.2 The Rules of Halls of Residence and Student Dining Room may, if necessary, be amended in writing.

In Banská Bystrica, dated _____

Mgr. Ján Gréner

Director of Administration of
Special Purpose Facilities

Appendix 1: Sanctions for non-compliance with the Hall of Residence Rules

Order no.	Sanction	Fee in Euros
1	Loss of key	15,00€
2	Loss of accommodation card	15,00€
3	Replacing the accommodation card as a consequence of moving	5,00€
4	Unauthorized, unreported and prohibited electrical appliances	15,00€/pc.
5	Violation of the smoking ban	15,00€
6	Failure to maintain hygiene, cleanliness and order in accommodation cells, kitchens and common areas	15,00€
7	Search for rent if necessary	5,00€
8	Violation of the principle of coexistence, disruption of other residents, especially during the quiet hours	15,00€
9	Lending of accommodation card, room key to persons who are not properly assigned to accommodation in the hall of residence	15,00€
10	Moving to another room without the consent of the hall of residence manager	15,00€
11	Other RHRSDR infringements not listed in points 1-10. Penalties for non-compliance with RHRSDR	20,00€

Appendix 2: Sanctions for non-compliance with the Hall of Residence Rules – in emergency situations

Following the handbook for universities and halls of residence issued by the Ministry of Education, Science, Research and Sports of the Slovak Republic, which contains the basic operating conditions of universities and basic operating conditions of student halls of residence for the duration of the COVID-19 pandemic, and for the compliance with anti-epidemiological measures, the Hall of Residence Rules will be supplemented in point 8.4. with sanctions for non-compliance with epidemiological measures:

Order no.	Sanction	Fee in euros
1	Violation of the obligation to wear a protective face mask on the hall of residence premises outside the student's room	15,00€
2	Failure to comply with epidemiological recommendations and instructions of the Public Health Office of the Slovak Republic	15,00€
3	Failure to follow the instructions of the RLO Director and hall of residence manager	15,00€
4	Failure to comply with the established conditions of domestic isolation/quarantine	100,00€