

ACCOMMODATION INSTRUCTIONS FOR THE ACADEMIC YEAR 2023/2024

- 1) **Student of STU** of the first, second and third degree of study (hereinafter referred to as "student") who is interested in accommodation in a student dormitory (hereinafter referred to as "SD"), is eligible to submit **an electronic application** for the allocation of accommodation within the specified deadline through the accommodation information system, which is accessible on the STU website for Slovak students <https://ubytovanie.stuba.sk/> and for foreign students <https://ubytovanie.stuba.sk/en> (hereinafter referred to as "System").
- 2) Logging into the System of **continuing students** is carried out on the basis of the AIS login name and password.
- 3) Logging in to the System for **new students** is done on the basis of the login name, which is the **registration application number**, and on the basis of the password, which is the student's birth number without a slash.
- 4) As a password, use your (Slovak) birth number without a slash (for example: 0507160123). If you do not have a birth number (you are not a citizen of the Slovak Republic), enter your date of birth in the format YYMMDD as a password (for example, a student born in 2005, month 07 and day 16 would enter: 050716).
- 5) If you have lost the registration number of the application, you must contact the relevant faculty.
- 6) **Dates in the System:**
 - a) **till the 31.1.2023**, publication of the Criteria for accommodation of STU students.
 - b) **till the 15.5.2023**, downloading rooms to the System (current status of accommodated students).
 - c) **till the 1.6.2023**, sending additions of faculties and UM STU and the number of places for foreign students.
 - d) **from the 12.6.2023** the System **startup**. The condition for the launch of the System is the delivery of additions of faculties and UM STU to the criteria for student accommodation.
 - e) **till the 30.6.2023** submission of certificates (documents) for obtaining additional points according to the criteria. Students must submit the necessary documents to the contact persons listed in the System (Study And Educational Department, resp. Accommodation Commission of the relevant faculty) during office hours.
 - f) **till the 15.07.2023** (23:59:59) submission of electronic applications for the allocation of accommodation. For this reason, the relevant faculty can allocate accommodation to students only after 15.7.2023. The student can submit an application even after this deadline, but the application will be registered in the System as "application sent after the deadline".
 - g) Submission of electronic applications for 1st year students, the date will be determined by the relevant faculty.
 - h) Students studying within academic mobility (erasmus) can submit electronic applications at any time, even after 15.7. and this request will not be made after the deadline.
 - i) **Reservation and approval of rooms:**
from **15.6.2023** (00:00:00) to **30.6.2023** (23:59:59) the **1st round of reservations** for continuing students will take place.
from **01.7.2023** (00:00:00) to **31.7.2023** (23:59:59) the **2nd round of reservations** for continuing students will take place.

On **1.8.2023** the approval of reservations for the 1st and 2nd round will take place. In order for the student to have an approved room reservation is a submitted request for accommodation and allocated accommodation from the relevant faculty.

from **02.8.2023** (00:00:00) to **09.8.2023** (23:59:59) the **3rd round of reservations** (for newly-incoming students -1st year students) will take place.

On **10.8.2023** the approval of reservations for the 3rd round will take place. In order for the student to have an approved room reservation is a submitted request for accommodation and allocated accommodation from the relevant faculty.

from **11.8.2023** (00:00:00) the **4th round of reservations** will take place for students, whose reservation was not approved for the 1st to 3rd round of reservations.

- j) All the informations about room reservations are published in the System in the "Reservations and Accommodation" section.
- 6) If a student who has been allocated accommodation **does not reserve a room** in the System by the deadline, the System will automatically **cancel the accommodation**.
- 7) After the cancellation of accommodation for the reason specified in point 6), the System will send a message (e-mail) to the student about the cancellation of his/her accommodation.
- 8) Reservation and leaving rooms:
 - **In the 1st round of reservations the continuing student can reserve:**
 - (a) his own room (where he lived in the previous academic year), if it is not blocked (reconstruction, gender, capacity etc.);
 - (b) a room left to him by another student. It is only possible to leave the room to a person of the same gender as the person leaving the room and in compliance with all other capacity restrictions.

In case the student lived in a room that is blocked for the academic year 2023/2024, or in the SD, where his faculty does not have an assigned accommodation capacity, he can book a room **only in the 2nd round**, and only on the SD where his faculty has an assigned allocated accommodation capacity. The student will not be able to reserve a blocked room or nor leave to another student.

Graduating students will be able to leave their current rooms to students even if at the time of booking the rooms, graduating students will no longer be accommodated at the SD. The condition is that the graduating student is accommodated in the SD at the time when the rooms will be taken over into the system, and this is **15.5.2023**.

• **In the 2nd round of reservations the continuing student can reserve:**

any room (maximum 5 rooms) in dormitories where the faculty where the student is studying has assigned allocated accommodation capacities (only men can reserve a men's room, a women's room can only be reserved by women).

• **In the 3rd round of reservations the newly-incoming student can reserve:**

any room with free capacity, only in dormitories in which the relevant faculty has assigned allocated accommodation capacities. Only men can reserve a men's room, a women's room can only be reserved by women.

Please note that the room reservation in the 3rd round is reserved only for room reservation options for 1st year students, and the student can reserve a room only after enrolling for studies, because the capacities at the individual SD are divided exactly according to the faculties and are not known before enrollment, whether the student starts or which faculty he will join, because a student can be admitted to several STU faculties at the same time.

The condition **for booking** a room is that the student **has been assigned an AIS ID number**, which he will receive at enrollment.

• **In the 4th round of reservations** all the students, whose reservation was not approved for the 1st to 3rd round of reservations and they have been allocated accommodation by relevant faculty **can reserve:**

any room with free capacity (without the appropriate number of approved reservations) in dormitories where the faculty where the student is studying has the allocated accommodation capacities (only men can reserve a men room, a female room can only be reserved by women).

If the student has been allocated accommodation, the reservation in this round will be **automatically approved** immediately.

- 9) For continuing students, the faculty **allocates accommodation** only **after 15.7.**, since until the specified date, students can submit electronic applications for accommodation.
- 10) At student dormitory Mladá Garda, Mladost' a Dobrovičova the rooms will be marked as girls' and boys' rooms in the same proportion as in the 2022/2023 academic year.
- 11) The accommodation capacity of full-time PhD students is approved by the Accommodation Commission of the STU and the accommodation is allocated by the Accommodation Department of the Administration of the UZ SDAJ (hereinafter referred to as "Accommodation Department").
- 12) **A PhD student of the 1st year** who has completed the study of the second degree at the STU is obliged to indicate in the System that he is applying **for doctoral accommodation** before reserving a room.

In the case of booking a room from the student capacity, the Accommodation Department **will cancel this reservation** and assign the doctoral student accommodation in the doctoral room.

- 13) The PhD. student of the continuing year submits an electronic application for accommodation and reserves in the 1st round in the **accommodation system**:
 - a) his own room (where he lived in the previous academic year), if it is not blocked (reconstruction, gender, capacity etc.); or
 - b) a room left to him by another doctoral student.It is only possible to leave the room to a person of the same gender as the person leaving the room and in compliance with all other capacity restrictions.
- 14) **A foreign** student and a student studying in the framework of **academic mobility**, if interested in accommodation, **must submit an electronic application** for accommodation through **the Reservation System**: <https://ubytovanie.stuba.sk/en>. Login data (name and password) to the AIS **will be provided by the relevant faculty**. After submitting the application, the student will be placed on the waiting list of the relevant faculty. The accommodation and room are assigned to him by the Accommodation Department on the basis of a decision of the relevant faculty.
- 15) In a case that the given faculty does not use up the accommodation capacity for doctoral students allocated to the relevant SD, the Accommodation Department will allocate the

capacity to students of the Slovak Republic or to foreign students according to the faculty's request.

- 16) In a case that given faculty does not use up the allocated accommodation capacity for foreign students at the relevant SD, the Accommodation Department will redistribute the capacity to students of the Slovak Republic according to the faculty's request.
- 17) **A student** who leaves for an **Erasmus** study stay in the winter semester does not submit an electronic application for accommodation for the given academic year in the System. No later than 30 days before arrival from Erasmus, the student is obliged to send an e-mail to the Accommodation Department, in which he announces the exact date on which he wants to stay. The student will be assigned a room that will be free at the given time in those dormitories where the relevant faculty to which the student is a student has accommodation capacity.
- 18) It is possible to **exchange rooms** between students in the System **only in the 1st round** of room reservations. If the student already has an approved room reservation in the System, it will not be possible to change the room, due to the electronic signature of the Accommodation Agreement.
- 19) The relocating of students at the individual SD is not carried out during the academic year for operational reasons, it is possible only in exceptional cases and with the consent of the director of the given SD.
- 20) Accommodation for students is allocated in accordance with the criteria for allocating accommodation for students, which are accessible on the STU website <https://ubytovanieastravovanie.stuba.sk/en>
- 21) Until September 15 of the given Academic year, accommodation is allocated to students by the Accommodation Commission of the relevant Faculty on the basis of the waiting list of the relevant faculty created by the System.
- 22) From September 16 of the given Academic year, the Accommodation Department assigns the accommodation to students and reserves a specific room based on the system-created waiting list of the relevant Faculty.
- 23) In a case that a student check-out earlier from any of the SD, the free place will be allocated as a matter of priority according to the following key:
 - a) to a student who is first in the waiting list of the same faculty from which the student was also suspended;
 - b) an applicant for accommodation is selected from the waiting list of another faculty that has an accommodation capacity allocated to the given SD;
 - c) an applicant for accommodation is selected from the waiting list of another faculty that does not have an assigned accommodation capacity to the given SD.
- 24) **A student** who is on the waiting list of applicants for accommodation and is interested in accommodation, is obliged to update at regular intervals (at least once every 14 days), that means to confirm his application in the System (in the **Requirements and Profile / Application for a Dormitory** section) for accommodation. The first update is only required from 10.10., until then there is no need to extend anything, the application for

accommodation is valid until then. The student is notified by email about the expiration of the application. If the student does not update the application for accommodation, he is removed from the waiting list of the relevant faculty. The student will be returned to the waiting list if he updates his application for accommodation allocation.

Please note that for this reason, the student may move in the waiting list.

- 25) Individual faculties and the Institute of STU are obliged to ensure timely enrollment so that first-year students (newly enrolled students) are immediately assigned an AIS ID number upon enrollment, which is a necessary condition for room reservation and payment for accommodation and subsequent assignment of payment.

In Bratislava, 1.6.2023

Accommodation Commission STU