

ACCOMMODATION INSTRUCTIONS FOR THE ACADEMIC YEAR 2024/2025

- 1) **A STU student** of the first, second and third degree of study (hereinafter referred to as the "student") who is interested in accommodation in a student dormitory (hereinafter referred to as a "SD"), is entitled 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/new/sk/ubytovanie/ziadost-o-internat> and for foreign students <https://ubytovanie.stuba.sk/new/en/accommodation/accommodation-request> (hereinafter referred to as the "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 **newly incoming** students and students studying in the framework of **academic mobility** is carried out on the basis of the login name, which is the **application number**. As a password, it is necessary to use the **birth number without the slash**. If you do not have a birth number (you are not a citizen of Slovak Republic), enter your date of birth in the format YYMMDD as a password (e.g., a student born in 2005, month 7 and day 16 would enter: 050716) and the last four digits will be provided by the **relevant Faculty**. If you have lost the registration number of the application, you must contact the relevant Faculty.
- 4) **Dates in the System:**
 - a) **till the 31.1.2024**, publication of the **Criteria** for student accommodation.
 - b) **till the 31.5.2024**, downloading rooms to the System (current status of accommodated students).
 - c) **till the 1.6.2024**, sending of **Addendums** of faculties and ÚM STU and the number of places for foreign students.
 - d) **from the 10.6.2024** the launch of the **System**. The condition for the launch of the System is the delivery of Addendums of faculties and ÚM STU to the criteria for student accommodation.
 - e) **till the 30.6.2024** submission of **confirmations** (documents) for obtaining additional points according to the criteria. Students must hand over the necessary documents to the contact persons listed in the System (Study And Pedagogic Department, or Accommodation Commission of the relevant Faculty) during office hours.
 - f) **till the 15.07.2024** (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 July 15, 2024. 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) Submitting electronic applications of **newly incoming** 1st year students, the **deadline** will be determined by the **relevant Faculty**.
 - h) Students studying within academic mobility (Erasmus) can submit electronic applications at **any time**, even after 15.7.2024, and this application will not be submitted after the deadline.
 - i) **Reservation and approval of rooms for current first, second and third degree students:** <https://ubytovanie.stuba.sk/new/en/accommodation/>:
from **15.6.2024** (00:00:00) to **30.6.2024** (23:59:59) will take place the **1st round of reservations for continuing students (except foreign students)**.
from **01.7.2024** (00:00:00) to **31.7.2024** (23:59:59) will take place the **2nd round of reservations for continuing students (except foreign students)**.

On **1.8.2024**, reservations will be **approved** for the 1st and 2nd round of reservations. In order for the student to have an approved room reservation, a request for accommodation and **allocated** accommodation from the relevant Faculty must be submitted.

From **2.8.2024** (00:00:00) to **9.8.2024** (23:59:59) **room exchange** will take place only between **continuing** students (**including foreign students**) who have been **assigned accommodation** and have an **approved room reservation**.

From **2.8.2024** (00:00:00) to **9.8.2024** (23:59:59) will take place **3rd round of reservations** for **newly-incoming** 1st year students (**except foreign students**).

On **August 10, 2024**, room reservations will be **approved** for the 3rd round of reservations. In order for the student to have an approved room reservation, a request for accommodation and **allocated** accommodation from the relevant Faculty must be submitted.

From **11.8.2023** (00:00:00) the **4th round of reservations** will take place for students (**except foreign students**), who were not approved for the 1st to 3rd round of reservations.

- j) All information about room reservations is published in the System <https://ubytovanie.stuba.sk/new/sk/ubytovanie/rezervacia-izby>.
- 5) If a student who has been allocated accommodation **does not reserve** a room in the System by the set date, the System will automatically **cancel the accommodation**.
- 6) After the cancellation of accommodation for the reason specified in point 5), the System will send a message (e-mail) to the student about the cancellation of his/her accommodation.
- 7) **Reservation, Transfer and Exchange of rooms:**
 - **in the 1st round** of reservations, the **continuing** student can reserve:
 - a) own room in which 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 student.

It is possible **to leave the room** only in the **1st round** of reservations. The letting of rooms is subject to capacity and other restrictions. It is valid that the student can leave his room only to such a person, who could reserve it during the 2nd round of reservations. In a case that the student lived in a room that is **blocked** for the academic year 2024/2025, or lived in a SD where his Faculty **has no** accommodation capacity, he can reserve a room **only in the 2nd round**, and only in the SD where his Faculty has 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, the graduating students will no longer be accommodated in the dormitory. The condition is that the graduating student was accommodated in the dormitory at the time when the rooms were transferred to the System, which is **31.5.2024**.

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

any room (max. 5 rooms) in dormitories, where the Faculty where the student is studying has allocated accommodation capacity. Only men can book the male room, only women can book the female room.

• **in the 3rd round** of reservations, the **continuing** student can **change rooms** in any dormitory.

It is possible to **change the room** only in the 3rd round of reservations. In order to exchange rooms between students, the following conditions must be met at the same time: the student must have an **approved** room reservation, he must have been **assigned** accommodation by the relevant Faculty, and the exchange of rooms can be carried out **even before the electronic signature of the Accommodation Contract**.

Students have the opportunity to **exchange** rooms in **any dormitory**, and this exchange must be agreed by the student directly with a student of the same gender. When changing rooms, it is necessary for students to mutually agree on different student sites or preferred social networks. Please note, that the contact persons of the relevant Faculties and the relevant accommodation departments of the Student dormitories **will not** mediate the exchange of rooms for students.

• **in the 3rd round** of reservations, **a newly incoming student** can reserve: any room with free capacity, only in the dormitory where the faculty the student is joining has allocated accommodation capacity. Only men can book the male room, only women can book the female room.

Please note, that the room reservation in the 3rd cycle 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 Student Dormitories 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 registration.

• **in the 4th round** of reservations, **all** students whose reservation **was not** approved for the 1st to 3rd round of reservations and who **have been assigned accommodation** by the relevant Faculty, can reserve any room with free capacity in the dormitory where the relevant Faculty where the student is studying has been assigned accommodation capacity. Only men can book the male room, only women can book the female room.

If the student has been assigned accommodation, the room reservation in the 4th round will be automatically approved immediately.

8) **Cancellation of reservation:**

The room reservation from any round can be **cancelled** at any time, as long as it has not yet been **decided** (it has not been approved or rejected).

- 9) For **continuing** students, the faculty **allocates accommodation** only **after 15.7.**, since until the specified date, students can submit electronic applications for accommodation in the System.
- 10) At student dormitory Mladá Garda, Mladost' and Dobrovičova the rooms will be marked as girls' and boys' in the same proportion as in the academic year 2023/2024.
- 11) The accommodation capacity for **doctoral (PhD) students** is approved by the Accommodation Commission of the STU and the accommodation is assigned by the Accommodation Department of the Administration of the UZ SDAJ (hereinafter referred to as the "Accommodation Department").

- 12) **A 1st year doctoral student** who 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 booking a room.

In the case that a doctoral student reserves 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 doctoral student of the **continuing** year submits an electronic application for accommodation and **reserves** in the **1st round** in the accommodation system:

a) own room in which 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 who is leaving the room and in compliance with all other capacity restrictions.

During the 3rd round of reservations, the continuing doctoral student can change rooms. In order to exchange rooms between doctoral students, the following conditions must be met at the same time: the doctoral student must have an **approved** room reservations, he must **have allocated** accommodation, and the exchange of rooms can be carried out **even before the electronic signature of the Accommodation Contract**.

The doctoral student must arrange the change of room directly with a student of the same gender. In order for doctoral students to exchange rooms, it is necessary for the students to agree with each other on different student sites or preferred social networks.

- 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/new/en/accommodation/accommodation-request>. The

relevant **Faculty** will provide him with login data to AIS in accordance with points 3) and 4) of this instruction. 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 relevant Faculty does not use up the accommodation capacity for doctoral students allocated to the relevant SD STU, the Accommodation Department will allocate the capacity to Slovak students or to foreign students according to the Faculty's request.

- 16) In a case that the relevant Faculty does not use up the allocated accommodation capacity for foreign students at the relevant SD STU, the Accommodation Department will redistribute the capacity to Slovak students 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 that 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 will announce 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 of which the student is a student has allocated accommodation capacity.

- 18) **Re-accommodation** of students to 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.
- 19) **Accommodation** for students is allocated in accordance with the **criteria** for allocation of accommodation for students, which can be accessed on the STU website STU <https://ubytovanieastravovanie.stuba.sk/>.
- 20) **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.
- 21) **From September 16** of the given academic year, the **Accommodation Department assigns** accommodation to students and reserves a specific room based on the system-created waiting list of the relevant Faculty
- 22) In a case that a student **check-out** early from a dormitory, the vacant 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 transferred,
 - b) an applicant for accommodation is selected from the waiting list of another Faculty that does have accommodation capacity allocated at the given SD,
 - c) an applicant for accommodation is selected from the waiting list of another Faculty that does not have accommodation capacity allocated at the given SD.
- 23) 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 is, to confirm **his application** for accommodation in the System (in the section **Requirements and profile/Application for Dormitory**). The first update is only required from 10.10.2024, until then there is no need to extend anything, the accommodation request is valid until then. The student is notified by email about the expiration of the application.
- If the student **does not update** the accommodation request, he is removed from the waiting list of the relevant Faculty. The student will get back on the waiting list if he updates his request for accommodation allocation.
- Please note, that for this reason, the student may move in the waiting list.
- 24) Individual faculties and the STU Institute are obliged to ensure timely the enrollment, so that the 1st year students (newly incoming students) are immediately **assigned an AIS ID number** upon registration, which is a necessary condition **for room reservation and payment** for accommodation and subsequent assignment of payment.

In Bratislava, 23.5.2024

STU Accommodation Commission