

Annex 1

to the Rector's Directive No. 7/2022 - SR of 20 December 2022

Rules for the allocation of accommodation to students
in accommodation facilities
of the Slovak University of Technology in Bratislava

**Criteria for the allocation of accommodation to students
of the Slovak University of Technology in Bratislava**

**Criteria for the allocation of accommodation to students of the Slovak University of
Technology in Bratislava**

according to [Article 3](#) paragraph 12 of the Rector's Directive No. 7/2023-SR Rules for the
Allocation of Accommodation to Students in Accommodation Facilities of the Slovak
University of Technology in Bratislava
(hereinafter referred to as "the Rector's Directive").

**Article 1
Introductory provisions**

- 1) The criteria for the allocation of accommodation to students of the Slovak University of Technology in Bratislava (hereinafter also referred to as "the Criteria") regulate details for the compiling of the waiting list of students of the Slovak University of Technology in Bratislava (hereinafter also referred to as "STU") who have asked for accommodation in the STU accommodation facilities, that are student houses (hereinafter also referred to as "SH") under the administration of the Special Purpose Facility - Student Houses and Canteens of STU (hereinafter also referred to as "SPF SHaC"). If there is a lack of beds to be allocated from the reserved accommodation capacity, accommodation is allocated to STU students on the basis of the waiting list compiled according to the provisions laid down in these Criteria, while these Criteria shall not have an affect on the type of accommodation allocated at SH.
- 2) Wherever provisions of these Criteria include the term "the STU faculty", it shall also mean the Institute of Management of STU, and wherever provisions of these Criteria include the term "the Dean", it shall also mean, in case of the Institute of Management of STU, the Rector.
- 3) For the purposes of these Criteria:
 - a) **STU student** shall mean a student with his/her permanent residence in the Slovak Republic (hereinafter referred to as "the SR") studying a bachelor's, engineer's or master's study programme provided by STU in the full-time form of studies¹ or a student with permanent residence outside the Slovak Republic studying a bachelor's, engineer's or master's study programme provided by STU in the full-time form of studies¹ in the state language. An applicant admitted to the first year of the relevant study programme at STU and a student with special needs who has asked STU for the inclusion in the register of students with special needs and has agreed to an assessment of his/her special needs,² with the exception of a student with lower limb disability according to paragraph 5 of this Article, shall also be considered to be an STU student according to the first sentence of this letter,
 - b) **Period under consideration** shall mean the period from 1 June of the previous calendar year to 31 May of the current calendar year (inclusive),
 - c) **Authorised person** shall mean an employee appointed by the competent Dean,

¹ § Section 60(2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act").

² Section 100(4) and (5) of the Act.

while the employee works at the Faculty headed by that Dean.

- 4) An STU student has no legal right to be provided with accommodation at SH.
- 5) The provisions of these Criteria shall not apply to STU students with special needs with lower limb disability, having the legal right to support services in accordance with Decree No. 458/2012 Coll. of the Ministry of Education, Science, Research and Sport of the Slovak Republic on the Minimum Entitlements of Students with Special Needs, while this STU student, according to Article 9 of the Rector's Directive, shall be allocated with accommodation **preferentially** in barrier-free premises of SH provided that the distance between the student's permanent residence and the place of study is more than 20 km.

Article 2

General principles

- 1) An applicant eligible for accommodation at SH (hereinafter referred to as "the applicant") shall be deemed to be an STU student according to [Article 1](#) paragraph 3 letter (a) of these Criteria who has submitted the electronic application for the allocation of accommodation (hereinafter referred to as "the application") pursuant to [Article 3](#) paragraph 16 of the Rector's Directive, and the permanent residence of such an STU student is outside the territory of the capital city of Bratislava. The provision of the first sentence of this paragraph shall also apply to a student attending the final year of a bachelor's degree programme at STU who has submitted an application to study an engineer's or master's degree programme at one of the STU faculties in the following academic year.
- 2) The application according to paragraph 1 of this Article shall be submitted in accordance with instructions from the Study Department or the Pedagogical Department of the STU faculty (hereinafter referred to as "SD/PGD") by the deadline specified by the authorised person on the proposal of the Accommodation Board of the STU faculty (hereinafter also referred to as "the AB"). The application shall also be accompanied by documentation in a credible manner proving the facts which are taken into account for the allocation of accommodation in accordance with these Criteria, and/or any other particulars required by SD/PGD (hereinafter referred to as "application documentation").
- 3) The applicants for accommodation shall be included in the waiting list on the basis of the score received, taking into account the applicants' study results, social situation and health status and other facts in accordance with Articles 3 and 4 of these Criteria.
- 4) STU may process personal data, including a special category of personal data of an STU student pursuant to a special regulation³ contained in the application documentation and in the application according to paragraphs 1 and 2 of this Article, only with the prior consent of the data subject, which is an integral part of the application. Personal data of STU students may be processed for the purpose of providing accommodation in STU accommodation facilities in accordance with these Criteria only by authorised persons who are obliged to comply with specific regulations on the protection of personal data

³ EU Regulation 2016/679 on GDPR and Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts, as amended.

when working with such personal data of STU students.

- 5) The applications according to paragraph 1 of this Article shall be processed and the waiting list of applicants according to paragraph 3 of this Article shall be compiled via the Accommodation Information System available on the STU website: <https://ubytovanie.stuba.sk/>.
- 6) **The application according to paragraph 1 of this Article shall be deemed to have been submitted only if the applicant approves, in accordance with the rules published by SD/PGD, the calculated score published by the SD/PGD.** The applicant shall also approve the application if he/she disagrees with the calculated score and he/she shall notify thereof the SD/PGD Study Officer who is obliged to check the score of the applicant concerned. If the applicant's objection is justified, the SD/PGD Officer shall modify the score to comply with these Criteria and shall inform the applicant that his/her objection has been handled.
- 7) STU students are provided with accommodation from the accommodation capacity reserved for the individual STU faculties, while the accommodation capacity for foreign students and students of doctoral study programmes at STU is determined separately based on requests of individual STU faculties in accordance with [Article 3](#) paragraph 9 of the Rector's Directive.
- 8) The applicants admitted to the first years of bachelor's, engineer's or master's degree programmes conducted at STU pursuant to [Article 1](#) paragraph 3 letter (a) of these Criteria, **who did not study at STU in the past**, shall be provided with accommodation from the accommodation capacity reserved for the 1st year students after taking into account their results from the admissions procedure pursuant to [Article 7](#) paragraph 4 of the Rector's Directive, while the Faculty may modify the details in the Faculty Criteria according to [Article 3](#) paragraph 13 of the Rector's Directive. The accommodation capacity for applicants admitted to the first years of engineer's and master's degree programmes is allocated from the assigned number of beds by the AB of the relevant STU faculty. The provisions of the first and second sentences of this paragraph shall not apply to applicants admitted to the first years of bachelor's, engineer's or master's degree programmes conducted at STU, who were already enrolled at the same degree of higher education studies at a higher education institution in the Slovak Republic, including STU; and these applicants are provided with accommodation only in case of free accommodation capacity at SH.
- 9) All necessary accommodation-related information for STU students and contact details of persons in charge (including telephone number and e-mail address) are published in the Accommodation Information System in accordance with paragraph 5 of this Article and on the websites of the STU faculties.

Article 3 Penalisation

- 1) **An STU student who was expelled from SH in the past** owing to a gross violation of Internal Regulation No. 2/2018 of 30 July 2018 Accommodation Regulations of the Student Houses of the Slovak University of Technology in Bratislava under the administration of the Special Purpose Facility - Student Houses and Canteens of the

Slovak University of Technology in Bratislava, as amended (hereinafter referred to as the "SH Accommodation Regulations"), **shall not be allowed to submit an application and shall not be provided with accommodation at SH in the future.**

- 2) **An STU student who, in the period under consideration, violates the SH Accommodation Regulations** will be penalised in the accommodation allocation procedure by having their STU student's score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by 25 points** for every proven violation of the SH Accommodation Regulations.
- 3) **An STU who, in the period under consideration, is in delay with payment** in the amount equal to at least one month's accommodation fee will be penalised for the accommodation allocation procedure by having their STU student's score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by:**
 - a) **50 points** if the payment is delayed for 15 to 30 working days,
 - b) **100 points** if the payment is delayed for 31 to 60 working days.

The presentation of the list of STU students subject to penalisation under this paragraph and the proposed reduction of scores shall be the responsibility of the competent SH Director of Operations.

- 4) An STU student whom accommodation at SH has been allocated is obliged to check in within 5 working days from the date of accommodation allocation, unless a different deadline is specified in the organizational instructions of the respective SH. If **an STU student neither checks in by the specified deadline nor informs about the reason for his/her not checking in, the students will be excluded from the waiting list of applicants** ([Article 2](#) paragraph 3 of these Criteria), and in the accommodation allocation procedure for the following academic year the student will be penalised by having his/her score earned in accordance with [Article 4](#) paragraph 2 of these Criteria **reduced by 100 points.**
- 5) The penalisation according to paragraph 4 of this Article shall also apply mutatis mutandis to an STU student, who, in the period under consideration, was excluded from the waiting list of applicants owing to his/her not checking in by the specified deadline and to not informing about the reason for not checking in.
- 6) An STU student, whose **commuting time** from the place of permanent residence to the place where the study programme is carried out, does not exceed 60 minutes, will be penalised in the accommodation allocation procedure by having the STU student's score, earned in accordance with [Article 4](#) paragraph 2 of these Criteria, **reduced by the number of points (PEN)**, which will be calculated as follows:

$$PEN = -200 \left(1 - \frac{MIN}{60}\right)$$

where MIN is the commuting time in minutes, taking into account all direct national lines of public passenger transport, excluding the city public transport (hereinafter referred to as "the line"). If there is no direct line, the total lowest sum of commuting time using direct lines from the place of permanent residence of the STU student to the place where the study programme is carried out is taken into account.

- 7) If it is discovered that an STU student has also been provided with accommodation from

another higher education institution or that the student made the received accommodation place at SH available to another person, **then his/her accommodation will be cancelled with immediate effect and, in the future, the STU student will not be provided either with accommodation at SH.**

Article 4 Scoring

- 1) The basis of the scoring (S) is the score for study results pursuant to paragraph 2 of this Article, which can be reduced by penalisation according to [Article 3](#) of these Criteria and increased by the score for the other considered facts pursuant to paragraphs 3 to 8 of this Article. Increase to the score according to paragraphs 3 to 7 of this Article shall be decided upon by the authorised person on the proposal of the AB based on documents submitted by the STU student and demonstrating facts in a credible manner taken into account for increasing in the score ([Article 2](#) paragraph 2 of these Criteria).
- 2) **Study results**
 - a) When calculating the score for study results (hereinafter referred to as "the scores"), results for all semesters of the current studies, except for the last semester (hereinafter referred to as "the defined period"), are taken into account.
 - b) The scores under letter (a) of this paragraph shall be calculated using the STU student's weighted study average (hereinafter referred to as the "WSA") recorded in the academic information system (AIS) for the defined period, following the calculation method as defined in the STU Study Regulations⁴. The STU student's scores shall be calculated as follows:

$$S = 500 - 100 \text{ WSA}$$

- 3) The scores earned pursuant to paragraph 2 of this Article by an STU student who, in the period under consideration, **successfully represented STU or the STU faculty in sports competitions**, can be **increased by**:
 - a) **60 points**, if he/she ranks 1st to 3rd in sports competitions outside STU (between higher education institutions in the Slovak Republic, in Europe or worldwide),
 - b) **45 points**, if he/she ranks 1st in sports competitions between the STU faculties,
 - c) **30 points**, in case of regular representation in sports competitions between the STU faculties or outside STU.
- 4) The scores earned by an STU student pursuant to paragraph 2 of this Article can be **increased**, taking into account his/her **health status** or **medical handicap**, by
 - a) **200 points**, in case of a severely disabled STU student, who is a holder of an ID card of a severely disabled person; excluding STU students with special needs with lower limb disability according to [Article 1](#) paragraph 5 of these Criteria,
 - b) **a maximum of 200 points**, in case of an STU student with special needs according

⁴ Article 16 (6) of the Study Regulations of STU.

to [Article 1](#) paragraph 3 (a) of these Criteria; while the number of points by which a student's scores may be increased is determined on the basis of an assessment of special needs of the STU student concerned and is specified in the statement of the University Coordinator for Students with Special Needs.

An STU student under letter (a) or (b) of this paragraph must submit a document proving the facts to be taken into account; in case of a student with a severe disability under (a) of this paragraph, this document is a severe disability card issued by the relevant Labour, Social Affairs and Family Office; in case of a student with special needs according to letter (b) of this paragraph, this document is a statement from the University Coordinator for Students with Special Needs. In the event of failure to submit the required documents within the time-limit according to [Article 2](#) paragraph 2 of these Criteria, the health status or medical handicap of the STU student may not be taken into account. The justification for taking into account the medical status or handicap is assessed by the AB on the basis of the documents submitted.

- 5) The scores earned pursuant to paragraph 2 of this Article by an STU student who, in the period under consideration, **donated blood free of charge**, can be **increased by a maximum of 10 points** for each free blood donation. The blood donation shall be proven by a blood donor card, and a maximum of **3 free blood donations** may be taken into account in total, i.e. an increase in the scores of **a maximum of 30 points**.
- 6) Based on his/her request for an increase in the scores according to [Article 7](#) paragraph 7 of the Rector's Directive, the consideration can also be given to some **other facts** of an STU student, on the basis of which his/her scores earned according to paragraph 2 of this Article can be increased **by a maximum of 100 points**. The list of other facts to be taken into account for the relevant STU faculty shall be approved by the Dean or a person authorised by the Dean on the proposal of the AB, and they shall be laid down in the Faculty Criteria according to [Article 3](#) paragraph 13 of the Rector's Directive.
- 7) The scores of an STU who continues **to be entitled to receive an orphan's pension** and this fact must be proven by a reliable document, earned according to paragraph 2 of this Article can be **increased by**:
 - a) **50 points**, in case of an STU student who is a **half-orphan**,
 - b) **100 points**, in case of an STU student who is a **complete orphan**.
- 8) If an STU student was provided with a **social scholarship** in the current semester of studies⁵, his/her scores earned according to paragraph 2 of this Article will be **increased by 35 points**.
- 9) If several STU students earn equal scores after taking into account all the facts according to [Article 3](#) of these Criteria and paragraphs 2 to 8 of this Article, when deciding on the allocation of accommodation, the following facts will be decisive in the following order:
 - a) the total sum of points by which the scores have been increased for the receipt of the orphan's pension according to paragraph 7 of this Article and for the receipt of the social scholarship according to paragraph 8 of this Article,
 - b) the number of points by which the scores have been increased for the health status

⁵ Section 96 of the Act.

- or handicap according to paragraph 4 of this Article,
- c) higher scores according to paragraph 2 of this Article,
- d) an earlier submission of request for accommodation.

Article 5 **Legal remedies**

- 1) An STU student to whom accommodation at SH has not been allocated has the right to appeal, for serious health or social reasons, against the non-allocation of accommodation (hereinafter referred to as "the appeal"). The appeal shall be lodged with the Dean or the person authorised by the Dean via the SD/PGD within 8 days of the date on which the information about the non-allocation of accommodation was published via the Accommodation Information System ([Article 2](#) paragraph 5 of these Criteria). The appeal shall be decided by the Dean or the person authorised by the Dean after receiving the AB's opinion. No regard shall be taken of appeals lodged after the expiry of the time-limit.
- 2) Appeals will be heard only in those cases that are supported by documentary evidence demonstrating in a credible manner the facts taken into account for the allocation of accommodation under these Criteria.

Annex 2

to the Rector's Directive No. 7/2022 - SR of 20 December 2022

Rules for the allocation of accommodation to students in accommodation facilities of the Slovak University of Technology in Bratislava

Sample form:

Application for the allocation of accommodation of students with special needs in the accommodation facilities of the Slovak University of Technology in Bratislava

Slovak University of Technology in Bratislava,
Special Purpose Facility - Student Houses and Canteens (hereinafter also referred to as "SPF SHaC")
**Application for the allocation of accommodation to students with special needs¹ in
the accommodation facilities of the Slovak University of Technology in
Bratislava** (hereinafter referred to as "SH")

Student's name, surname, title:	Date of birth:
Permanent address:	Distance from place of permanent residence to place of studies in km:
E-mail:	Phone number:
Faculty:	Student's AIS ID ² :
Study programme:	Form of study:
Studies takes place ³ from: _____ to: _____	Year of studies in the academic year in which accommodation is to be allocated:
Accommodation at SH allocated so far: Room number:	
<p>I request temporary accommodation at SH for the academic year 20..... / 20..... for the period from:to:</p> <p>Date:</p> <p style="text-align: right;">signature of the student with special needs</p>	
<p>Statement from the University Coordinator for Students with Special Needs:</p> <p><input type="checkbox"/> The student has lower limb disability and is on the register of students with special needs at STU, has agreed to an assessment of his/her special needs and is entitled to support services according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 Coll. on the Minimum Entitlements of Students with Special Needs</p> <p><input type="checkbox"/> The applicant admitted to the 1st year has lower limb disability and has agreed to an assessment of his/her special needs and is entitled to support services according to the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 458/2012 Coll. on the Minimum Entitlements of Students with Special Needs</p> <p>Date:</p> <p style="text-align: right;">..... signature of the University Coordinator for Students with Special Needs</p>	
<p>Statement of the Dean of the Faculty:</p> <p>Date:</p> <p style="text-align: center;"><i>(imprint of the Faculty's line stamp)</i></p> <p style="text-align: right;">..... signature of the Dean of the Faculty</p>	

The application shall be delivered to the address: SPF SHaC STU, Bernolákova 1, 811 07 Bratislava
Application deadline:

continuing students until: *(the actual date to be added by SPF SHaC in accordance with the instructions of SPF SHaC)*

¹ The written application shall only be submitted by an STU student or applicant admitted to the first year of a study programme at STU **with lower limb disability** who is eligible for support services.

² In case of an applicant admitted to the first year, the registration number of the application for studies shall be indicated.

³ The academic year of commencement of studies and the expected academic year of completion of studies according to the standard length of studies of the relevant study programme shall be indicated.

Applicants admitted to the 1st year of studies until: *(the actual date to be added in accordance with the instructions of SPF SHaC)*

Contact person: (the contact details of the competent employee to be filled in by SPF SHaC)
e-mail: