

**Schedule of the accommodation process for the academic year 2024/2025  
(methodical guidelines of the vice-rector of the UK for education  
and social affairs number 15/2024**

The dates listed in the schedule are the last dates for the implementation of the given activity, unless otherwise stated.

**Preparation phase**

A1	15.3.2024	Notification of contact details of faculty accommodation officers.	art. 4 para. 7
		Notification of dean's representatives for recording dean's exceptions to the system.	art. 8 par. 5, art. 15 par. 2
A2	4.4.2024	Taking a record of the current accommodation of students for stabilization. (CIT CU).	art. 16 par. 2
A3	31.5.2024	Notification of continuing applicants with specific needs for stabilization.	art. 9 par. 6
		Finding the current state of the records of students with specific needs (Support center for students with specific needs - SP).	art. 9 par. 5, art. 13 par. 2
		Issuing/updating the directives of the deans at the faculties.	art. 8 par. 1, art. 12 par. 2
		Accommodation facilities (AF) will provide CIT with accommodation price lists (.xmls) for the following academic year.	art. 6 par. 11
A4	4.6.2024	The requirements of relevant authorities for the allocation of rooms from real accommodation capacity.	art. 4 par.. 8, art. 6 par. 2, art. 9 par. 2 a
A5	7.6.2024	Sending a room map from AF CO.	art. 6 par. 3, art. 6 par. 9
A6	10.6.2024	The applicants will supply the study department of the faculty with the documents necessary for the activity points allocation. An applicant with a disability will provide data on his personal assistant.	art. 8 par. 1, attachment no. 1 par. 1
		The beginning of the activity points allocation by faculty officers in the electronic system.	art. 12 par. 2
A7	14.6.2024	CIT CO will provide the distribution of real accommodation capacity.	art. 6 par. 3
A8	18.6.2024	The commission will discuss the distribution of accommodation capacity. The chairman of the commission will send a proposal for the distribution of real accommodation capacity to the components of the accommodation process for comments.	art. 6 par. 4, art. 6 par. 8, art. 6 par. 10
A9	20.6.2024	The components of accommodation process will comment on the proposal for the distribution of real accommodation capacity.	art. 6 par. 8
A10	24.6.2024	Final determination and approval of the distribution of the real accommodation capacity of AF CU by the commission. The chairman of the accommodation process will inform the other sections of the accommodation process about the distribution of the real accommodation capacity.	art. 6 par. 8, art. 6 par. 9
		The last day to allocate activity points by faculty to the system.	art. 12 par. 2
A11	26.6.2024	The director of the AF will ensure the updating of accommodation price data for the next year in the system for support and administration of AF CU.	art. 6 par. 11

A12	8.7.2024	The study department will ensure that the study results are recorded in the AiS2 academic information system.	art. 8 par. 7
A13	10.7.2024	CIT CU will prepare electronic system for the implementation phase.	art. 6 par. 12

### Implementation phase

B1	11.7.2024 (od 9:00 hod.)	Beginning of submitting applications for accommodation (both mixed and by applicants with special needs).	art. 8 par. 2, 6, art. 9 par. 1, art. 10, art. 11 par. 1
		The beginning of the advance deposit payment.	art. 8 par. 4, art. 9 par. 4
		The beginning of the period for filing objections to the data in the electronic system.	art. 8 par. 6
		Beginning of the erroneous data correction by faculty officers.	art. 8 par. 6, art. 12 par. 1
		Beginning of granting exceptions by the dean and recording them in the system.	art. 8 par. 5, art. 11 par. 3, art. 15 par. 2
		AF CU will provide CIT CU with lists of excluded students.	art. 7 par. 5
B2	19.7.2024 (do 23:59 hod.)	The end of submitting applications for accommodation in the electronic system.	art. 8 par. 2, 6, art. 9 par. 1, art. 10, art. 11 par. 1
		The end of the period for submitting objections to data in the system.	art. 8 par. 6
		The possibility for the accepted applicant to withdraw the application and ask for the advance deposit return.	art. 12 par. 9
		The end of the possibility to pay the advance deposit by accepted applicants.	art. 8 par. 4, art. 9 par. 4
B3	23.7.2024	The end of correcting data in applications by faculty officers. Notification of the evaluation of objections made by applicants through the system.	art. 8 par. 6, art. 12 par. 1
		End of granting and writing exceptions by the dean to the system.	art. 8 par. 5, art. 11. par. 3, art. 15 par. 2
B4	25.7.2024	The last date for crediting the payment of advance deposit to the university account.	art. 9 par. 4
		Providing CIT CU with the lists of students with specific needs for making reservations in the electronic system.	art. 9 par. 2 a
B5	28.7.2024	Creating of a queue propositions (CIT CU).	art. 12 par. 3
B6	29.7.2024	Approval of the queue propositions (commission).	art. 12 par. 3
B7	31.7.2024 (do 20:00 hod.)	Publication of the queues of continuing students in the system.	art. 12 par. 3
		Publication of the queues of students applying for mixed accommodation.	art. 14 par. 2
B8	1.8.2024 – 2.8.2024	Capacity tests of the electronic system for the room selection in cooperation with users.	art. 6 par. 12
		AF will publish instructions for additional accommodation on their websites.	art. 18 par. 1
B9	5.8.2024 (9:00 –	CIT CU will allocate the rooms to applicants for mixed accommodation.	art. 14 par. 2

	20:00)	CIT CU will allocate the rooms to the applicants with specific needs in the system.	art. 9 par. 2 a
		Room selection: PhD students	art. 16 par. 3 a
B10	6.8.2024 (9:00 – 20:00)	Room selection: PhD students, continuing applicants group 1, applicants with special needs.	art. 9 par. 2, art. 16 par. 1, 3 b
B11	7.8.2024 (9:00 – 20:00)	Room selection: PhD students, continuing applicants Group 1 and 2, applicants with special needs	art. 9 par. 2, art. 16 par. 1, 3 c
B12	8.8.2024 (9:00 – 20:00)	Room selection: PhD students, continuing applicants, applicants with special needs, accepted applicants	art. 9 par. 2, art. 16 par. 5, art. 16 par. 1, 3 d
B13	12.8.2024 (9:00 – 17:00)	Room selection: making vacant accommodation capacity available after moving the lines in queues.	art. 16 par. 3 e, art. 16 par. 6
B14	19.8.2024	Delivery of accommodation allocation notification to all applicants.	art. 14 par. 2, art. 17 par. 1
		Transfer of the advance deposits to the accounts of the AF.	art. 21 par. 4
		Provision of data with the implementation phase results to AF.	art. 17 par. 5
		The beginning of refunding the advance deposits to the applicants with legitimate right for refund.	art. 12 par. 11

### **Accommodation phase (terms for AF CU)**

C1	20.8.2024	The beginning of the accommodation phase.	art. 18 par. 1
		The beginning of the sending of advance deposits of additional accommodated applicant to AF.	art. 21 par. 4
C2	26.8.2024	Crediting the price for accommodation to the accounts of the AF.	art. 17 par. 2 b, art. 18 par. 1, attachment no. 3
C3	28.8.2024	Information about unpaid payments and the start of offering unoccupied accommodation capacity to students.	art. 18 par. 1
C4	30.8.2024	Notification of cancellation of accommodation by the applicant at AF CU with the right to get a refund of the price paid for accommodation.	art. 12 par. 10
C5	31.8.2024	Free accommodation capacity provided to the director of AF CU.	art. 18 par. 3

### **Constants for calculating points.**

The minimum value of the social scholarship (MinSS):	10 €
The maximum value of the social scholarship (MaxSS):	375 €

### **Deposit**

Advance deposit for (newly) admitted applicants:	50 €
Deposit amount:	100 €

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In Bratislava on May 30, 2024

the vice-rector of the CU for education and social affairs