



Academic year 2026/2027



GUIDE

TO THE ACCOMMODATION PROCESS FOR STUDENTS OF COMENIUS
UNIVERSITY IN BRATISLAVA



**Academic year
2026/2027**



Introduction	3
1. Definition of certain terms	4
1. Basic information regarding the accommodation process	6
1.1. What accommodation facilities does CU have?	6
1.2. What governs the accommodation process at CU?	6
1.3. Who can apply for accommodation?	6
1.4. When and how can I make an application?	7
2 Login to the system	8
3. Data verification	8
4. Application	9
4.1. Applying for mixed accommodation	11
4.2. Application for accommodation in the capacity allocated for students with SEN	14
5. Waiting list	14
6. Room selection	16
7. Acknowledgements.....	15



Academic year 2026/2027



Introduction

Dear admitted applicants to Comenius University, dear students,

This guide is intended primarily for newly admitted applicants and continuing full-time students in bachelor's, master's (including joint programs), and doctoral studies at Comenius University in Bratislava who are provided accommodation in the university housing facilities: Mlyny UK, Družba UK, VlaJ JLF in Martin, and ŠD Lafranconi.

Accommodation, as a service provided to students and employees of Comenius University, is based on the goals outlined in the Long-term Development Plan of Comenius University in Bratislava for the period 2021–2027. Below, we will aim to specify the parameters related to the accommodation process and answer frequently asked questions.

CU Information Technology Centre
and the collective of the Centre for the Support of Students with Specific Needs of
Comenius University



1. Definition of certain terms

1. The **current academic year** is the academic year in which applications for accommodation for the following academic year are submitted and evaluated.
2. **IDS BK** is the Integrated Transport System in the Bratislava Region. Further information is available in point 2.3 of the Guide.
3. The **Quality Criterion** for a continuing student is the study average for the whole period of study of his/her current study relationship. In the current academic year, all enrolled courses and their grades as of the last day of the examination period of the summer semester are included in the quality criterion, except for
 - a) courses for which the assessment deadline is after the end of the examination period, and
 - b) subjects enrolled in the summer semester by students who participated in academic mobility abroad in the summer semester, and subjects of the national examination.
4. **Accommodation price (accommodation fee)** is the price of accommodation in one bed in a specific room of a CU accommodation establishment for one month. The accommodation price shall be paid to the accommodation facility's account according to the contract with the accommodation facility for the entire calendar month of accommodation, regardless of the actual number of days of accommodation in each calendar month to the **bank account of the CU accommodation facility**.
5. The **Caution** is a financial amount used to secure any claims of the UK Accommodation Facility against the Accommodation Applicant due to non-payment of the accommodation price, due to damage caused to CU property under the management of the CU Accommodation Facility or in connection with other claims of the CU related to the accommodation in the CU Accommodation Facility. The deposit is paid into the account of the CU accommodation facility, where students also pay their accommodation fees, in two instalments per academic year. Accepted applicants pay only one instalment of the deposit, as the successful payment of the deposit advance is deemed to be the payment of the first instalment of the deposit.
6. The **Security Deposit Advance** is a financial amount paid by admitted applicants and acts as confirmation of interest in being allocated accommodation in CU accommodation. The deposit is paid by accepted applicants into a bank account of the CU Rector's Office, which is different from the bank account into which the accommodation is paid.
7. **Intra-faculty accommodation** is accommodation in allocated accommodation which allows for the sharing of accommodation between applicants of the same sex from different faculties of the University. Inter-faculty accommodation is provided within the Mlyny UK accommodation.
8. **Mixed accommodation** is accommodation in a designated accommodation capacity that allows applicants of different genders, regardless of faculty affiliation, to live together.



9. An **applicant with specific needs** is a student or doctoral student as defined in section 100(2) of the Higher Education Act. Applicants admitted to study shall submit an application for inclusion in the register of students with specific needs, together with information as to whether they will be enrolled in the study.
10. **Admitted applicant** is a person who is admitted to full-time study in the following academic year:
 - a) A bachelor's study programme or a study programme pursuant to Section 53(3) of the Higher Education Act carried out by a faculty of CU, or
 - b) a master's study programme pursued by a faculty of CU which has completed a bachelor's study programme at another higher education institution or at another faculty of CU.
11. **A continuing student** is a full-time student of a bachelor's study program, a master's study program or a doctoral study program conducted by the faculty of the CU, who
 - a) is enrolled for studies in the current academic year and will continue his studies in the following academic year by enrolling in the next part of the study program at the same faculty of the CU,
 - b) is enrolled in a bachelor's study program in the current academic year and will continue studying a master's study program at the same Faculty of CU in the following academic year, or
 - c) who has interrupted his studies in the current academic year and will continue his studies by re-enrolling from the beginning of the next academic year. In case of interrupted studies, Art. 7 par. 4.

1. Basic information regarding the accommodation process

1.1. What accommodation facilities does CU have?

CU has university-wide accommodation facilities

- [Mlyny campus \(Mlyny UK\)](#),
- [Družba campus \(Družba UK\)](#)
- [ŠD Lanfranconi](#)
- [VlaJ JLF UK in Martin](#)

The Evangelical Divinity Faculty of Comenius University and the Roman Catholic Cyril and Methodius Divinity Faculty of Comenius University provide separate accommodation for their students.

1.2. What governs the accommodation process at CU?

CU provides student accommodation in accordance with the Higher Education Act. The accommodation process at CU is regulated by the internal regulations of CU [Inner rule no. 17/2025](#) Directive of the Rector of CU in Bratislava + [Amendment no. 1](#) . The Vice-Rector of CU for Education and Social Affairs issued [Schedule of the accommodation process](#). The accommodation timetable may be amended by addenda during the accommodation process.

1.3. Who can apply for accommodation?

Accommodation can be applied for by admitted applicants and continuing full-time CU students. Accepted applicants who have been admitted in the regular admissions round and applicants with specific needs will receive accommodation automatically after submitting their application and fulfilling the conditions.

A student is not entitled to be allocated accommodation for the entire period of study at the CU faculty if in the past the CU accommodation facility has withdrawn from the accommodation contract because of a breach of the contractual conditions by the student.

A student is also not entitled to accommodation if his/her permanent residence is within the reach of the Integrated Transport System of the Bratislava Region. The student

may apply to the Dean of the Faculty of CU for an exemption by the B2 deadline of the timetable. A similar rule applies to students of the Jessenius Medical Faculty in Martin.

The current map of the Integrated Transport System of the Bratislava Region is available on the website <https://www.idsbk.sk/>.

NOTICE:

If you reside within range of IDS BK, accommodation cannot be allocated to you without an exception. You must apply for accommodation first, and only then can an exemption be granted.

In accordance with current data protection legislation (GDPR), it is not possible to provide any information about the accommodation of natural persons, or applicants for accommodation and subsequently accommodated persons, if the persons have reached the age of majority. If representation of these persons is necessary, it is necessary to send an officially certified power of attorney from the natural person concerned, respectively the adult applicant for accommodation or the accommodated person. The necessary information is available on the website www.uniba.sk/ooou. In order to speed up the processing processes, the officially certified power of attorney can be sent electronically to dpo@uniba.sk (however, the representation is conditional upon the delivery of the original power of attorney to the following address: the responsible person, Comenius University in Bratislava, Centre of Information Technologies of the Comenius University, Šafárikovo námestie 6, P. O. BOX 440, 814 99 Bratislava 1, Slovak Republic).

If you are a holder of a disability card with a right to personal assistance, it is necessary to inquire about the further procedure at the Centre for Support of Students with Specific Needs (CSS).

1.4. When and how can I make an application?

You can apply on the dates listed in the Accommodation Timetable under B1 and under B2 if you are a continuing student or an accepted applicant to the CU. Applications should be made using the online form available at moja.uniba.sk in the section [E-accomodation](#).

If you are an applicant with specific needs, you can get accommodation suitable for your needs or choose a room with other students by arrangement with [Center for students with specific needs](#).

Applicants for mixed accommodation should apply in terms B1 - B2 of the timetable. Applicants who have been allocated mixed accommodation and have not applied for stabilisation do not choose a room - they will be allocated a room.

2 Login to the system

A university login and password are used to log in to the accommodation system, as well as to access the AiS2 system*. After logging in to accommodation.uniba.sk you will see a homepage with basic information.

The screenshot shows the homepage of the electronic accommodation system for Comenius University in Bratislava. At the top, there is a navigation bar with links for 'moja.uniba.sk', 'uniba.sk', 'English', and user information 'Peter Mak (mak234)' with a 'Student' dropdown and 'Log off' button. Below the navigation bar is a banner image of the university building. On the left side, there is a vertical menu with buttons: 'Home page', 'Personal information', 'Application', 'Position in queue', 'Room selection', and 'Resolution'. The main content area features a yellow warning box stating that applicants must make a reservation by 14.08.2026 18:59:59 to avoid losing their right to accommodation. Below the warning, there is a section titled 'Accommodation in academic year 2026/2027' which includes a welcome message, a description of the system's purpose, and instructions for students on how to apply and where to find more information.

3. Data verification

To apply for accommodation, you need to verify your personal details - click on the *personal information* tab - a new window will appear. You will check the personal details we have on file for you, fill in your IBAN (**we strongly recommend you fill in your IBAN to increase the chances of a successful payment pairing**), personal email and phone number. If any of the information is incorrect, please contact your faculty's study department and they will correct the information. Attention! The repair will not take effect until the next day. After checking the data, click *Verify Data*.

The screenshot shows a vertical navigation menu with buttons: 'Home page', 'Personal information', 'Application', 'Position in queue', 'Room selection', and 'Resolution'. The 'Personal information' button is highlighted with a darker background and a person icon.

* Note for newly admitted applicants: your login details came with your admission decision.

4. Application

You can apply during the application period - click on *Application* in the left menu - the relevant window will appear. (Continuing student application pictured)

Name:	John Smith	
Address:	Long Street 22/3, London	
I am filling out an application for:	PraF - 1.bPRV17	
1 Room information:	ADA 54 - Inter-faculty room	Stay in room: ☐ No ☒ Yes
2 In reach of the IDBSK:	Outside of reach of the IDBSK	Data accuracy: ☒ Correct ☐ Incorrect
3 Criterion of quality:	388,50 Data	☒ Correct ☐ Incorrect
4 Social situation:	0,00	☒ Correct ☐ Incorrect
5 Extracurricular activities:	0,00	☒ Correct ☐ Incorrect
6 Sum of points:	388,50	
7 Person with a disability:	Without disability	☒ Correct ☐ Incorrect
8 Type of accommodation:	Normal	
9 Acceptance of showing your name to your roommates:		I agree: ☒ Yes ☐ No
You have to accept the directive no. 17/2025 in order to submit an application. ☒ I agree ☐ I don't agree		Cancel application

In the application you have pre-filled:

1. *name*,
2. *address*,
3. the *programme of study* for which you are applying (if you are studying more than one programme of study, please choose the one for which you are applying,
4. *interest in stabilisation* - if you have already lived on campus and there is an option to stabilise in the room you have been living in (within the deadline for getting stabilisation), you have the option to tick/untick the *Stay in room* yes/no box,
5. *Within reach of IDS BK* - you will see *Out of reach* / *Within reach of IDSBK* marked according to your place of residence,
6. *Quality Criteria* - you can see what marks we have on you by clicking on the *Data* button and, if necessary, calculate the number of points using the following formula ([Annex 2 of the Directive](#)):
7. 700 points if the GPA is 1,0
8. between 700 and 0 if the GPA is between 1,0 and 3,0, mathematically expressed as $((3,0 - GPA) / (3,0 - 1,0)) * 700$

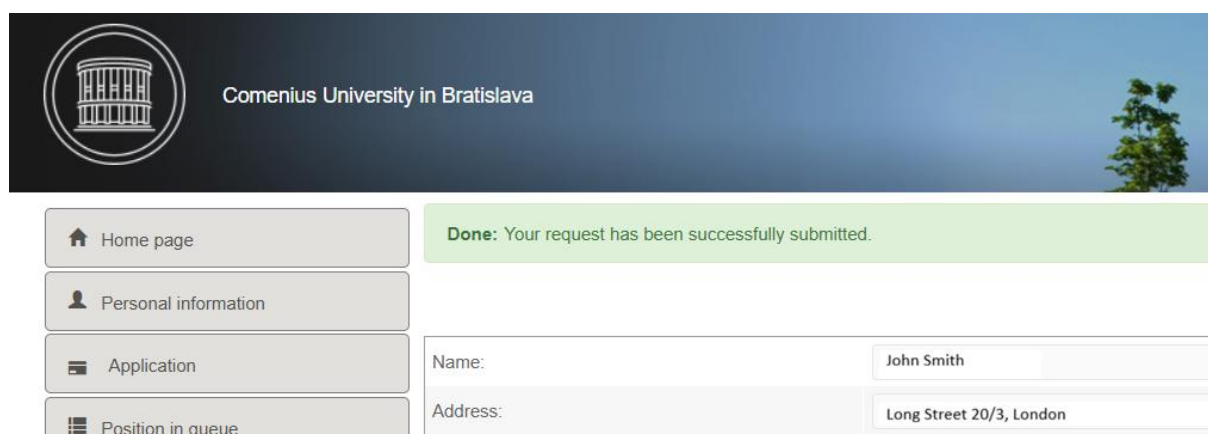
Academic year 2026/2027

9. 0 points if the GPA is greater than or equal to 3.0,
 - i. If you find an error in a quality criterion, you are advised to write in a note which course is incorrectly graded.
10. *social situation* - you can calculate it using the following formula (Annex 2 of the guidelines),
11. 100 points if the social grant (hereafter referred to as the SSG) is at the maximum amount of the MaxSG
12. between 1 and 100 points according to the amount of the SS if the SS is in the range MinSŠ to MaxSŠ, mathematically expressed as $1 + ((SS - \text{MinSŠ}) * (100 - 1)) / (\text{MaxSŠ} - 10)$
13. 0 points if the GPA is less than the MinGPA,
14. *extracurricular activities* - you can recalculate them according to your faculty's internal regulation on points for activities which you can find [here](#),
15. *total points* - the sum of the previous points,
16. *medical condition* - student with specific needs placed in a faculty capacity
17. *accommodation type* - pre-populated is *Normal*, but if you want to accommodate with a person of the opposite sex you need to change it to *Mixed* and enter the other person's login.
18. *Consent to your name appearing in notifications* - you can choose whether you consent to your name appearing in notifications. If you do not agree, your name will not appear in notifications to your roommates, but neither will you see the names of the people you are staying with.
19. Finally, you must agree to the accommodation process directive.

Criterion of quality: 1.57						
Name of the subject	Number of credits	Mark	Academic year	Semester	Evaluation date	Evaluation used in the calculation of the quality criterion
Globálne problémy Životného prostredia	3	A	2025/2026	L	1	Yes
Globálne problémy Životného prostredia	3	FX	2024/2025	L	1	No
Historická a stratigrafická geológia (1)	4	A	2025/2026	Z	2	Yes
Kurz geologického mapovania	5	A	2025/2026	L	1	Yes
Bioetika	3	FX	2025/2026	L	1	Yes
Chémia pre geológov	4	C	2025/2026	Z	1	Yes
Chémia pre geológov	4	FX	2024/2025	Z	3	No
Mikroskopické vlastnosti minerálov	4	B	2024/2025	L	1	Yes
Minerály Slovenska	3	A	2025/2026	Z	1	Yes
Mineralógia (2)	4	B	2024/2025	L	1	Yes
Podzemné vody a ich prieskum	4	A	2025/2026	Z	1	Yes
Mineralógia (1)	4	B	2024/2025	Z	1	Yes
Metódy geologického terénneho výskumu	4	B	2025/2026	L	1	Yes
Štruktúra geológia	4	C	2024/2025	L	1	Yes

For most of the data it is necessary to select whether the data is correct or incorrect. If you think an entry is incorrect, you need to mark it and submit a request (entries marked as incorrect will be corrected by the Faculty Accommodation Officers).

If you have successfully submitted your application, a green box will appear above the application indicating that you have successfully submitted your application.



The screenshot shows the user interface of the accommodation application system. At the top, there is a header with the Comenius University in Bratislava logo and name. Below the header, a green notification box displays the message: "Done: Your request has been successfully submitted." On the left side, there is a vertical menu with four items: "Home page", "Personal information", "Application", and "Position in queue". The "Application" item is currently selected. The main content area shows the application details for "John Smith", including the name and address: "Long Street 20/3, London".

NOTICE:

The successful candidate is obliged to pay the advance payment of the security deposit after the submission of the application under the conditions and according to the instructions given in the electronic system. Be sure to pay soon enough so the payment arrives to 6 of August 2026. A successful applicant whose entitlement to the accommodation allocated to him/her under Article 12 para. 6 letter b-f of the Directive has lapsed shall not be reimbursed the advance payment of the security deposit.

The successful applicant shall have the option of withdrawing his/her application for accommodation and subsequently requesting reimbursement of the advance payment of the security deposit by the deadline B2 of the Schedule.

The deposit of € 50,00 shall only be paid by the accepted applicant to the account number SK53 8180 0000 0070 0055 7900, which (including the variable symbol) will be displayed by the accommodation system as part of the accommodation application process. The variable symbol is identical to the university personal number (UOC/UPN). Without specifying the variable symbol, the payment will not be paired with a specific accommodation applicant.

4.1. Applying for mixed accommodation

If you are interested in mixed (partner) accommodation, you must submit your application during periods B1–B2 of the Accommodation Process Schedule. Mixed

accommodation can only be allocated if both partners obtain enough points to qualify for accommodation. Applications for mixed accommodation are assessed based on the combined point total of both partners.

Applicants for mixed accommodation are not eligible to select a room according to Section 7 of this Guide.

If you apply for stabilization in mixed (partner) accommodation and subsequently one of the partners withdraws from the partnership arrangement, or if the partners do not achieve enough points to qualify for mixed accommodation, the right to stabilization will be forfeited. In such cases, you will automatically be placed on your faculty's accommodation waiting list and will **select a room through the standard procedure**.

If mixed accommodation is allocated to you and you decline it, you will not be included in the accommodation waiting list. After that, you may only apply for accommodation through the Accommodation Office of the relevant Comenius University residence hall after deadline C5 of the Accommodation Process Schedule. Allocation of accommodation through **this procedure is not guaranteed and cannot be claimed as a right**.

If you are accepting a request for mixed accommodation with the person who has identified you as a partner, you need to select *Mixed* in the Accommodation type field and then enter the partner's login.

moja.uniba.sk

uniba.sk

English

John Smith (smith212)

Log off



Comenius University in Bratislava

Home page

Personal information

Application

Position in queue

Room selection

Resolution

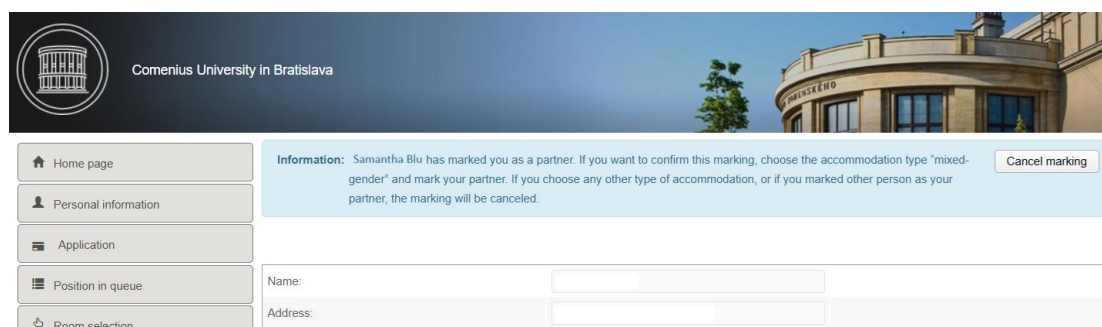
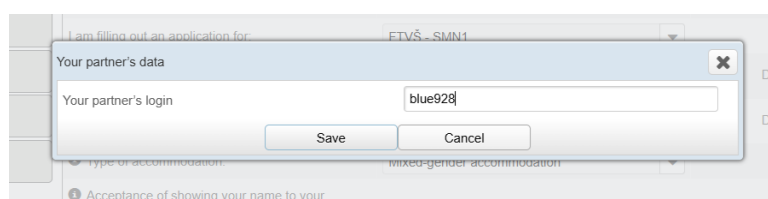
Information: Samantha Blue has marked you as a partner. If you want to confirm this marking, choose the accommodation type "mixed-gender" and mark your partner. If you choose any other type of accommodation, or if you marked other person as your partner, the marking will be canceled.

Cancel marking

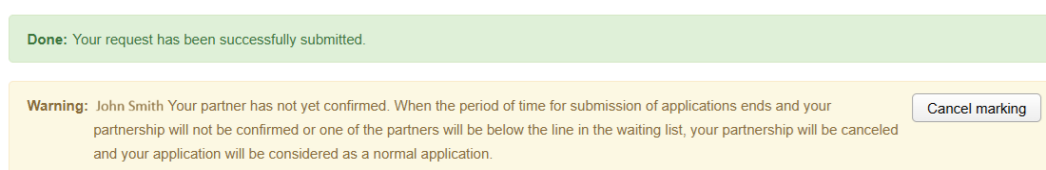
Name:	John Smith	
Address:	Round Street 31/21, London	
I am filling out an application for:	FTVŠ - SMN1	
In reach of the IDBSK:	Outside of reach of the IDBSK	Data accuracy: ☐ Correct ☐ Incorrect
Person with a disability:	Without disability	Data accuracy: ☐ Correct ☐ Incorrect
Type of accommodation:	Mixed-gender accommodation	
Acceptance of showing your name to your roommates:	Normal	☐ I agree ☐ I don't agree
I confirm that I have become acquainted with UC Internal Regulation no. 17/2025 Rector's decree of the UC, which regulates the accommodation process in the UC		☐ Correct ☐ Incorrect
Submit the application		

Academic year 2026/2027

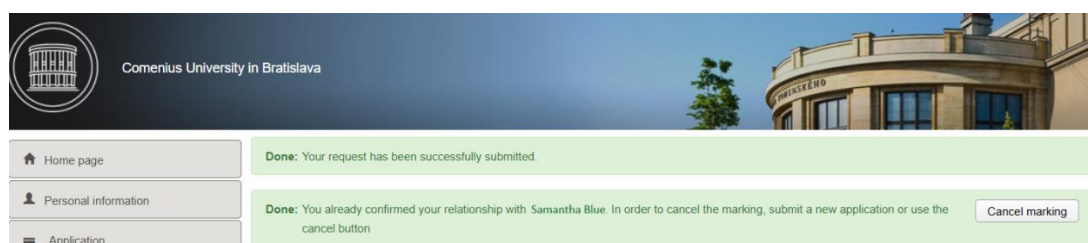
If no one has named you as a partner but you want to stay with someone of the opposite sex, select *Mixed* in the *Type of accommodation* box on the application form. After submitting your application, a window will appear asking you to enter the username of the person of the opposite sex you want to live with. The person you have entered will see a message above the application as shown in the picture below.



If the person you have indicated does not identify you as a partner, you will be reminded in the yellow box above the application that your (mutual) relationship has not yet been confirmed. If both partners have not confirmed their relationship by the end of the application period, the accommodation type on the application will change from *Mixed* to *Normal*.



If the person you mentioned has named you as their partner, you will see the relationship confirmation information in the green box above the application.



A student with specific needs may choose to address priority accommodation arrangements in collaboration with [the Centre for Students with Specific Needs](#) or will be placed in room selection with other students.

1. Be officially registered with the college as a student with specific needs by the A3 deadline of the Accommodation Process Schedule, and
2. apply for accommodation by dates B1 and B2 of the Accommodation Process Schedule.
3. The student's permanent residence must be outside the reach of the IDS BK transport system (for students of a faculty in Bratislava) or the public transport system of the city of Martin (for students of a faculty in Martin)
4. In the case that the student's permanent residence is within the transportation range according to point 3, they must be granted an exemption. More in [amendment no 1](#).

Further information can be found on the website [Support Centre for Students with Specific Needs](#).

5. Waiting list

[illegible]

6. Room selection

We will provide you with more detailed information on how to choose your room well in advance on the website uniba.sk/accommodation.

7. Acknowledgements

You will be notified via university email when your Accommodation Allocation Notice has been received by the B14 deadline of the timetable. Specimen notifications are available as [Annex 3](#) Accommodation process guidelines.