



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 26/2023

Directive of the Rector
of Comenius University Bratislava

**which regulates the accommodation process at the
Comenius University Bratislava**

Year 2023

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The Rector of the Comenius University Bratislava (hereinafter referred to as "CU") issues in accordance with Art. 65 par. 2 of internal regulation no. 5/2023 CU Statute and in accordance with § 98 par. 2 of Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter referred to as the "Law on Universities") this directive:

FIRST PART

Basic provision

Art. 1

Subject of modification

- (1) This directive regulates the accommodation process at CU, which is understood in particular:
 - a) rules for distributing the accommodation capacity of CU accommodation facilities,
 - b) the process of allocating accommodation to students and doctoral students of CU faculties in CU accommodation facilities and
 - c) the process of allocating accommodation to CU¹ employees in CU accommodation facilities.
- (2) The directive is based on the goals that are contained in the Long-Term Development Plan of the CU for the period 2021 - 2027.
- (3) The accommodation process at CU is divided into:
 - d) preparatory phase; during the preparatory phase, the necessary information is mainly provided for the smooth running of the implementation phase and the accommodation phase, the distribution of the accommodation capacity of the CU accommodation facilities, the check of the readiness of the electronic system, the granting of exemptions by the deans of individual faculties and the allocation of points for activities to continuing students,
 - e) implementation phase; during the implementation phase, applications for accommodation allocation, payment of deposit advances, processing and correction of applications by faculty clerks, processing of waiting lists of doctoral students and continuing students, allocation of accommodation to applicants and employees, selection of rooms by applicants and delivery of notices about the allocation of accommodation to applicants occur mainly during the implementation phase,
 - f) accommodation phase; during the accommodation phase, the applicants mainly pay accommodation prices and deposits, occupy the vacant accommodation capacity of UK accommodation facilities and conclude accommodation contracts.

¹ Article 1 par. 1 and 7 of the internal regulation 26/2021 Rules of Procedure as amended later.

Art. 2
Basic terms

- (1) **The current academic year** is the academic year in which requests for accommodation for the following academic year are submitted and evaluated.
- (2) **Accommodation fee** is the price of accommodation for a student, doctoral student, employee or other person on one bed in a specific room of the UK accommodation facility for one month. The price for accommodation is always paid for the entire calendar month of accommodation, regardless of the actual number of days of accommodation in a given calendar month.
- (3) **A doctoral student** is a full-time student of a doctoral study program conducted by the CU faculty, which
 - g) 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,
 - h) has interrupted his studies in the current academic year and from the beginning of the next academic year will continue his studies in the study by re-enrolling, or
 - i) in the current academic year, he continues his studies by re-enrolling.

A doctoral student is also a person who, in the following academic year, is admitted to a full-time doctoral study program conducted by the CU faculty.
- (4) **Doctoral capacity** is the accommodation capacity of the accommodation facilities of the UK, which is allocated primarily for the accommodation of doctoral students. These are rooms with different numbers of beds.
- (5) **An electronic system** is an information system that includes
 - a) information system as a central service of the UK available through the portal <http://moja.uniba.sk> section "E-accommodation". In particular, the information system enables applicants to submit requests for accommodation allocation, evaluate submitted requests, create and publish waiting lists and send notifications about the allocation or non-allocation of accommodation,
 - b) an external information system that enables room selection in particular.
- (6) **Faculty officer** is an employee of the study department of the CU faculty or another person(s) authorized by the dean of the CU faculty to administer the accommodation process for applicants from the relevant CU faculty.
- (7) **A deposit** is a financial amount paid by the applicant, which serves to secure any claims of the CU accommodation facility against the applicant due to non-payment of the price for accommodation, due to damage caused to CU property in the management of the CU accommodation facility or in connection with other claims of the CU related to accommodation in the accommodation facility CU. For accepted applicants, **the advance deposit**² fulfills the role of confirmation of interest in allocating accommodation in the CU accommodation facility and covering costs in the case according to Art. 12 par. 7.

² § 498 of Act no. 40/1964 Coll. Civil Code as amended.

Only accepted applicants pay **the advance deposit** during the period of lodging applications. The accepted applicant will receive information about the necessity of payment immediately after submitting the application. **The deposit** is paid by continuing students and doctoral students together with the payment of the rent for the month of September directly to the account of the accommodation facility of the UK. More information will be sent in the accommodation allocation notice. (The deposit is usually paid in two installments; if the continuing student or doctoral student concludes an accommodation contract for a period of less than 10 months, the deposit is paid in one installment.).

- (8) **Quality criterion** for a continuing student, it is the study average for the entire period of study of his current study relationship. In the current academic year, all enrolled subjects and their evaluations as of the last day of the examination period of the summer semester are included in the quality criterion, with the exception of
- a) subjects whose assessment date is after the end of the examination period, and
 - b) subjects enrolled in the summer semester by students who participated in foreign academic mobility in the summer semester, and
 - c) subjects of the state exam.

For previous academic years, only successfully completed³ courses are included in the quality criterion.

- (9) **Inter-faculty accommodation** is accommodation in the allocated capacity of CU accommodation facilities, which allows applicants of the same gender from different CU faculties to live together. Interfaculty accommodation is realized within the accommodation capacity of Mlynov UK.
- (10) **The next academic year** is the academic year that follows the current academic year.
- (11) **The personal assistant of an applicant with specific needs** is a person who will provide assistance services⁴ to an applicant with specific needs in the following academic year, and the applicant with specific needs mentions her in his application for the allocation of accommodation and documents his reliance on personal assistance.
- (12) **Mixed accommodation** is accommodation in the allocated capacity of the accommodation facilities of the UK, which allows applicants of different genders to live together, regardless of affiliation to the Faculty of the UK.
- (13) **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,
 - b) is enrolled in a bachelor's study program in the current academic year and will continue studying a master's study program in the following academic year, or

³ Art. 5 par. 2 of internal regulation no. 20/2019 CU Study Regulations as amended later.

⁴ § 20 of Act no. 447/2008 Coll. on financial contributions to compensate for severe disability and on the amendment of certain laws as amended.

- 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.
- (14) **An accepted applicant** is a person who is accepted for full-time study in the following academic year
- a) bachelor study program or study program according to § 53 par. 3 of the Act on Universities conducted by the CU faculty, or
 - b) master's study program conducted by CU faculty who completed their bachelor's study program at another university.
- (15) **The student** is a continuing student or admitted applicant.
- (16) **A foreign applicant** is an applicant who does not have the citizenship of the Slovak Republic.
- (17) **An employee** is a person who is in the current academic year
- a) in an employment relationship with the CU faculty or another part of the CU for at least 75% of the established weekly working time, or
 - b) in employment relationships with CU faculties or other CU components, which in total represent the equivalent of an employment relationship to the extent of at least 75% of the established weekly working time.
- (18) **The applicant** is a student or PhD student.
- (19) **An applicant with specific needs** (hereinafter referred to as an "applicant with special needs") is a student or doctoral student according to § 100 par. 2 and par. 3 of the Act on Universities. Applicants admitted to study submit a request to be included in the register of students with specific needs, along with sending information on whether they will enroll in the study.
- (20) **The application** is a request for the allocation of accommodation
- a) submitted by the applicant through the electronic system, or
 - b) submitted by employees according to the conditions of the CU accommodation facility at the accommodation department of the CU accommodation facility.

Art. 3 CU accommodation facilities

- (1) For the purposes of this directive, CU accommodation facilities are understood:
- a) **accommodation facilities under the direct administration of the CU:**
 - i) Mlyny CU,
 - ii) Družba CU

(hereinafter referred to as the "university-wide accommodation facility") and

b) accommodation facilities managed by CU faculties:

- i) Comenius University in Bratislava, Jessenius Faculty of Medicine in Martin (hereinafter also "JLF CU"),
- ii) Comenius University in Bratislava, Faculty of Physical Education and Sports (hereinafter also "FTVŠ CU")

(hereinafter referred to as "faculty accommodation").

- (2) The accommodation capacity of the faculty accommodation facility is provided primarily to students and employees of the CU faculty, which manages the respective accommodation facility. If necessary, the given CU faculty can request the committee to allocate additional accommodation capacity in university-wide accommodation facilities.
- (3) University-wide accommodation facilities also provide accommodation capacity for other universities on a contractual basis.

Art. 4

Components of the accommodation process and their scope

(1) Commission in particular

- a) approves the draft schedule of the accommodation process and submits it for approval to the vice-rector for education and social affairs,
- b) approves the distribution of the real accommodation capacity of CU accommodation facilities based on documents from the Information Technology Center of the CU Rectorate (hereinafter referred to as "CIT CU"),
- c) continuously checks all pages of accommodation in university-wide accommodation facilities,
- d) controls the efficient and economic use of the accommodation capacity of CU accommodation facilities,
- e) provides cooperation in issuing a guide to the accommodation process.

(2) The chairman of the commission in particular

- a) announces the distribution of real accommodation capacity to the components of the accommodation process,
- b) performs the delegated authority of the commission in approving the distribution of the real accommodation capacity of CU accommodation facilities (Article 6, paragraphs 7 and 10),
- c) in cooperation with the vice-rector for education and social affairs and other components of the accommodation process issues guidelines on how to apply this directive to specific situations arising during the accommodation process,
- d) provides cooperation throughout the entire accommodation process.

Representation of the chairman of the commission is governed by the Rules of Procedure of the CU Academic Senate.

(3) Vice-rector for education and social affairs in particular

- a) publishes the schedule of the accommodation process and its amendments based on agreement with other components,
- b) approves the distribution of the real accommodation capacity of the accommodation facilities of the UK in the event that it is not approved by the commission by the set deadline,
- c) in cooperation with the chairman of the commission and the coordinator of the accommodation process, decides competence disputes between the components of the accommodation process.

(4) Coordinator of the accommodation process in particular

- a) informs the individual components of the accommodation process in advance of their obligations in accordance with the directive and schedule of the accommodation process,
- b) continuously checks the course of the accommodation process, informs the vice-rector for education and social affairs about the detected state,
- c) ensures cooperation of other components of the accommodation process and compliance with deadlines according to the schedule. Koordinátora ubytovacieho procesu vymenúva a odvoláva prorektor pre vzdelávanie a sociálne veci.

(5) The Director of the Section for Student Dormitories and the Head of the Faculty Accommodation Facility (hereinafter referred to as the "Director of the Accommodation Facility") in particular

- a) is responsible for the correctness of the data in the information system for the support and management of accommodation facilities and for their timely updating,
- b) decides on the allocation of rooms from the projected accommodation capacity,
- c) during the accommodation phase of the accommodation process, he is responsible for filling the vacant accommodation capacity,
- d) is responsible for the process of allocating accommodation to employees.

(6) CIT UK in particular

- a) submits a draft schedule for approval to the committee and the vice-rector for education and social affairs,
- b) ensures the operation of the electronic system,
- c) ensures the distribution of the real accommodation capacity of CU accommodation facilities through an electronic system,
- d) issues a guide to the accommodation process,
- e) creates faculty waiting lists,
- f) is responsible for the correctness of the data in the electronic system; this does not affect the responsibility of directors of accommodation facilities according to paragraph 5 letter a) and the responsibility of the faculty officer according to paragraph 7,
- g) provides services to applicants through the Information Technology Support Center (hereinafter referred to as "CePIT"),

h) provides data on the results of the implementation phase of the accommodation process in the format required by individual CU accommodation facilities.

(7) Faculty referent in particular

- a) assigns points for activities according to the directive of the CU faculty dean,
- b) corrects and evaluates information in applications that applicants have marked as erroneous.

The heads of the study departments of the CU faculties will notify the chairperson of the committee and the coordinator of the accommodation process of the contact details of the faculty officers by term A1 of the schedule.

(8) Center for support of students with specific needs of the CU Rectorate (hereinafter referred to as "CPŠ CU") in particular

- a) comments on the proposal for the distribution of real accommodation capacity by term A2,
- b) evaluates the requests of students with specific needs for the allocation of accommodation in the accommodation capacity reserved for students with specific needs.

(9) The relevant authority has the right to request priority allocation of accommodation capacity of CU accommodation facilities. The relevant authorities are

- a) CU rector,
- b) vice-rector for education and social affairs,
- c) CU faculty,
- d) other part of CU,
- e) organizational department of the CU Rectorate a
- f) commission.

(10) In case of reasonable doubt of any component of the accommodation process about the method of application of this directive to a specific situation arising during the accommodation process, the chairman of the commission or the coordinator of the accommodation process is authorized to provide the relevant component of the accommodation process with guidance in oral or written form; the chairman of the commission will provide guidance after requesting the opinion of the vice-rector for education and social affairs.

(11) In the event that there is reasonable doubt about the scope of any component of the accommodation process or a dispute arises between the components of the accommodation process, the Vice-Rector for Education and Social Affairs will decide the issue after requesting the opinion of the chairman of the commission and the coordinator of the accommodation process.

(12) The vice-rector for education and social affairs, after prior consultation with the chairman of the commission, is authorized to regulate the specific tasks and activities of the components of the accommodation process during the individual phases of the

accommodation process and the process of allocating accommodation to employees by means of methodological guidelines.

Art. 5

Schedule of the accommodation process

- (1) The schedule of the accommodation process (hereinafter referred to as the "schedule") is a methodological guideline of the vice-rector for education and social affairs, which regulates the binding dates of the accommodation process for the current and next academic year, the amount of the deposit advance, the amount of the deposit and other facts mentioned in this directive. The schedule must be in accordance with the study schedule at CU.
- (2) The schedule will be issued by the vice-rector for education and social affairs no later than March 31 of the current academic year based on a proposal developed by CIT CU in cooperation with the affected components of the accommodation process.
- (3) The substantive list of schedule items is attached no. 4 of this directive.
- (4) The schedule may contain deviations from the binding dates of the accommodation process applicable to individual CU accommodation facilities; deviation adjustment must result from the specific operational needs of CU accommodation facilities.
- (5) If an extraordinary or unforeseeable circumstance occurs that requires an adjustment of the binding dates of the accommodation process listed in the schedule, the vice-rector for education and social affairs is authorized to change the relevant date by means of an addendum to the schedule; the vice-rector for education and social affairs immediately informs all affected components of the accommodation process about the amendment.

SECOND PART

Rules for distributing the accommodation capacity of CU accommodation facilities

Art. 6

- (1) Directors of accommodation facilities ensure continuous updating of data on CU accommodation facilities, accommodation cells and rooms in the information system for the support and management of accommodation facilities (hereinafter referred to as "projected accommodation capacity").
- (2) The relevant authorities will send their requests to the CU accommodation facilities by the A2 deadline of the schedule.
- (3) The directors of the accommodation facilities will mark in the projected accommodation capacity those rooms in which it is not possible to provide accommodation in the following academic year, together with the reason (for example, room reconstruction, state of emergency, change in the way the accommodation space is used) and the relevant list of

rooms together with requests from the relevant authorities will be sent to the chairman of the commission, the coordinator of the accommodation process and to the CIT CU. The remaining rooms that are available for accommodation (hereinafter referred to as "real accommodation capacity") are distributed between CU faculties and other CU CIT CU components based on the number of applicants from individual faculties.

- (4) The Commission, by the date A6 of the schedule, discusses and approves the allocation of rooms from the real accommodation capacity for these purposes:
- a) rooms suitable for accommodation of applicants with disabilities according to Annex no. 1 point 2 and their personal assistants and rooms suitable for accommodation of applicants with disabilities (based on the request of the head of CPŠ CU),
 - b) rooms suitable for the accommodation of employees (based on the requirements of the directors of accommodation facilities, taking into account the number of applications submitted by employees),
 - c) rooms for persons who come to CU as part of the European Union ERASMUS+ program or other academic mobility (on the basis of the request of the head of the International Relations Department of the CU Rectorate),
 - d) rooms for government scholarship recipients and participants in educational programs of the Department for Language and Vocational Training of the Continuing Education Center of the CU Rectorate (based on the request of the head of the Continuing Education Center of the CU Rectorate),
 - e) additional accommodation capacities for CU faculties (based on the requirements of the deans of CU faculties listed in Article 3 paragraph 1 letter b) and Article 21 par. 2 letters b) and c)),
 - f) rooms for students of other universities on the basis of CU's agreements with these universities (on the basis of the CU rector's proposal, respecting the requirements of the rectors of other universities and the capacity possibilities of university-wide accommodation facilities; the request is submitted by the vice-rector for education and social affairs),
 - g) rooms for so-called hotel accommodation within the business activity of CU accommodation facilities (based on the requirements of the directors of the accommodation facilities),
 - h) rooms intended to create a reserve for the director of the accommodation facility for emergency situations (for example, an accident, quarantine), the total bed capacity of which is usually 2% of the real accommodation capacity of the given accommodation facility CU,
 - i) rooms in CU accommodation facilities, intended to create a commission reserve, the total bed capacity of which is usually 1% of the real accommodation capacity,
 - j) rooms for foreign guests and lecturers (based on the capacity possibilities of Družba CU,
 - k) rooms for other purposes based on the specific request of the vice-rector for education and social affairs,
 - l) rooms serving as system reserve.

- (5) The remaining real accommodation capacity after the allocation of rooms according to the previous paragraph will be distributed and approved by the committee or vice-rector for education and social affairs among the CU faculties within the accommodation capacity of Družba CU and within the accommodation capacity of faculty accommodation facilities. When dividing the real accommodation capacity, it is mainly taken into account
- a) the number of beds allocated to individual CU faculties in the current academic year,
 - b) planned numbers of accepted applicants by individual CU faculties in the following academic year a
 - c) qualitative differences of rooms in real accommodation capacity.
- (6) Part of the distribution of real accommodation capacity is the allocation of rooms for inter-faculty accommodation, mixed accommodation and doctoral capacity. Inter-faculty accommodation is implemented within the accommodation capacity of Mlyny CU and JLF CU.
- (7) The commission approves the distribution of real accommodation capacity for the following academic year according to paragraphs 3 to 5 between CU faculties, other parts of CU and relevant authorities in the following structure:
- a) number of allocated beds,
 - b) specific rooms in the relevant CU accommodation facilities.

The commission may, by resolution, delegate the authority under letter b) to the chairman of the commission.

- (8) Before approving the distribution of real accommodation capacity according to paragraph 7 letter b) the chairman of the commission will send a written proposal to the other components of the accommodation process with a deadline for comments by deadline A5 of the schedule⁸. If any of the components of the accommodation process do not express themselves by deadline A4 of the schedule, it is assumed that they have no objections to the proposal.
- (9) The chairman of the commission will announce the distribution of the real accommodation capacity to the other components of the accommodation process by date A8 of the schedule. If the commission does not announce the distribution of the real accommodation capacity by the deadline A8, the accommodation capacity will be taken from the total accommodation capacity (draft room maps) of the CU accommodation facilities sent by the deadline A3.
- (10) If, during the accommodation process, an extraordinary circumstance occurs or a circumstance that could not be foreseen during the distribution of real accommodation capacity by term A5 of the schedule⁸ and such a circumstance requires an adjustment of the distribution of real accommodation capacity approved according to the previous

⁸ For example, compared to the expected numbers, a lower (higher) number of applications submitted by continuing students, a lower (higher) number of applications submitted by accepted applicants, a lower (higher) interest in inter-faculty accommodation, mixed accommodation or in doctoral capacity accommodation, a lower (higher) number of applications submitted by employees.

paragraphs, the relevant adjustment is approved by the commission on the basis of a new proposal from CIT CU ; the commission may, by resolution, delegate the authority under this paragraph to the chairman of the commission.

- (11) The directors of the accommodation facilities will ensure that the data on accommodation prices for the following academic year are updated in the information system for the support and management of the accommodation facilities by date A7 of the schedule. The CU accommodation facilities will send these data to the coordinator of the accommodation process and to the CU CIT in electronic form (.xlsx).
- (12) Based on the distribution of real accommodation capacity, CIT CU will ensure the readiness of the electronic system for the implementation phase of the accommodation process no later than A10 of the schedule. The CU CIT in cooperation with the CU academic community will also perform a capacity test of the electronic system in term B8 of the schedule.

THIRD PART

The process of allocating accommodation to applicants

Art. 7

General provisions on submitting applications

- (1) Applications are submitted through an electronic system. The applicant uses his university name (login) and password to log into the electronic system. An accepted applicant who has not studied at CU in the past will receive his identification data together with the decision on admission to study. This part of the accommodation process is supported by the CePIT service.
- (2) The application is considered submitted only if the applicant confirms in the electronic system that he has familiarized himself with the conditions for the allocation of accommodation in CU accommodation facilities according to this directive.
- (3) The applicant submits only one application. If the applicant has multiple valid student relationships with CU faculties or other CU components, he will choose one relationship in the electronic system on the basis of which he will submit his application. If the applicant has a valid study at CU on the date of application, he/she cannot apply as an admitted applicant. The applicant can continuously monitor the status of his application through the electronic system.
- (4) An applicant who has interrupted his studies in the current academic year, does not have the rights or obligations of a student, cannot apply for accommodation. This does not affect the right to apply for accommodation according to Art. 18 par. 3 directive.
- (5) The applicant is not entitled to be allocated accommodation during the entire period of study at the CU faculty, if in the past the CU accommodation facility withdrew from the accommodation contract due to the applicant's violation of the contractual terms. The CU accommodation facility will provide the CIT CU with a list of excluded students by term B1 of the schedule.

- (6) An application submitted by an applicant meeting the conditions of paragraph 5 is not evaluated in accordance with Articles 12 and 15 of the Directive.
- (7) The applicant is responsible for the correctness of the data provided in the application; the applicant is obliged to immediately notify the faculty of CU or another part of CU of all changes in facts that occurred during the academic year and have an impact on the allocation of accommodation, or document them with relevant documents.
- (8) When processing the application and when communicating with the applicant, the components of the accommodation process are obliged to verify the identity of the applicant. Without verification of the applicant's identity, the components of the accommodation process are not authorized to provide information from the electronic system. If the applicant communicates with the accommodation process component in matters related to the accommodation process via electronic mail, he is obliged to use the e-mail address assigned to him by CU (university e-mail account). Communication through a university email account is considered sufficient verification of the applicant's identity.

Art. 8

Special provisions on student applications

- (1) Documents required for awarding points for activities according to Art. 16 par. 2 letters c) the continuing student is obliged to deliver to the study department of the CU faculty no later than A4 of the schedule. The faculty officer will decide on their allocation based on the directive of the Dean of the CU Faculty on the allocation of points for activities issued/updated by term A3 of the schedule.
- (2) Students submit applications in dates B1 to B2 of the schedule.
- (3) In particular, the following data can be entered in the application via the electronic form:
 - a) information about the specific needs of the applicant with a disability and contact details of the personal assistant of the applicant with a disability,
 - b) interest in changing rooms (applies only to continuing students),
 - c) interest in interfaculty accommodation,
 - d) interest in mixed (partnership) accommodation.
- (4) After submitting the application (at the latest in term B4 of the schedule), the accepted applicant is obliged to pay the advance deposit under the conditions and according to the instructions given in the electronic system. If the accepted applicant does not pay the deposit advance, his application will not be evaluated and the right to accommodation according to Art. 12 par. 4 letters b) does not arise. Deposit advance payment by postal order will not be accepted. Continuing students do not pay deposit advances.
- (5) The student is not entitled to accommodation
 - a) in cases according to Art. 7 par. 6,
 - b) if he is a student of the Faculty of Charles University with headquarters in Bratislava and his permanent residence is in Slovakia and within the reach of the Integrated

Transport System of the Bratislava Region and the dean of the faculty of Charles University with headquarters in Bratislava does not grant him an exception through the electronic system in terms B1 to B3 of the schedule, or

- c) if he is a student of the Faculty of Charles University and his permanent residence is within the reach of the lines of the transport company of the city of Martin and the dean of the faculty of Charles University based in Martin does not grant him an exception through the electronic system in dates B1 to B3 of the schedule.

The dean of the CU faculty may grant an exception to a student who is not entitled to be allocated accommodation under this paragraph, in cases worthy of special consideration. In such a case, the student will be accommodated from the capacities allocated to the relevant CU faculty.

- (6) In term B1 to B2, information regarding the evaluation of the application is made available to the student via the electronic system, in particular information on the structure and number of points allocated for the categories according to Art. 12 par. 2 of this directive. The student can object to the incorrect calculation of points or other obvious errors and inaccuracies through the electronic system at the time of application submission (periods B1 to B2 of the schedule). The faculty clerk makes a final decision on objections; the evaluation of objections is notified to the student via the electronic system no later than B7 of the schedule. If the faculty officer does not correct the incorrect data in the applications, it will not be taken into account. If the student does not file an objection, the data in the electronic system is considered correct.
- (7) The study departments of the CU faculties are obliged to ensure that the study results are entered into the academic information system AIS2 by term A9 of the schedule.

Art. 9

Special provisions for applications by applicants with specific needs

- (1) An applicant with specific needs submits an application through the electronic system in term B1 to B2 of the schedule. The applicant provides information about specific needs, or provides information about his personal assistant and interest in stabilization. Art. 8 paragraph 4 shall be applied accordingly.
- (2) The applicant with SN decides, after agreement with CPŠ CU, whether:
 - a) he will be preferentially allocated a bed in the room - in that case, the CPŠ UK will ask the accommodation facility of the UK to allocate the room chosen by the applicant from the actual accommodation capacity by date A2 of the schedule. CIT CU will ensure room allocation in the electronic system based on lists from CPŠ CU provided by term B8 of the schedule.
 - b) or the applicant with SN chooses a room himself in the electronic system during the first day of room selection - date B9 of the schedule on the reserved capacity for applicants with SN, or on the inter-faculty capacity, or on the faculty capacity.
- (3) An applicant with specific needs dependent on personal assistance and requesting accommodation also for his personal assistant shall state in the application the name and

surname of the personal assistant, his contact details and his affiliation to the CU faculty (with the exception of the personal assistant of a student with specific needs according to Annex No. 1, point 2). A person for whom an applicant with specific needs, a holder of a disability card due to limited mobility, requests accommodation as his personal assistant and who has no student or employee relationship with CU, does not apply.

- (4) After submitting the application, the accepted applicant is obliged to pay the advance deposit no later than B4 of the schedule. The payment must be credited to the account of the CU Rectorate no later than B5 of the schedule.
- (5) For determining the status of an applicant with specific needs for the purposes of this article, the status in the records of students with specific needs in term A3 of the schedule is decisive.
- (6) Applicants with specific needs notify CPŠ CU of their interest in stabilization in term A2 of the schedule.
- (7) Objections against the accommodation capacity offered to an applicant with specific needs are not admissible.

Art. 10

Special provisions on the submission of applications by applicants for mixed accommodation

The applicant for the allocation of mixed accommodation submits the application in dates B1 to B2 of the schedule.

Art. 11

Special provisions on submission of applications by doctoral students

- (1) Doctoral students submit applications in dates B1 to B2 of the schedule.
- (2) Provision of Art. 8 par. 3 applies proportionately to applications submitted by doctoral students. Through the electronic form, the doctoral student can enter information about his interest in accommodation at the doctoral capacity.
- (3) A doctoral student is not entitled to accommodation
 - a) in cases according to Art. 7 par. 6, or
 - b) if he is a doctoral student of the Faculty of Charles University with headquarters in Bratislava, his permanent residence is within the reach of the Integrated Transport System of the Bratislava Region and the dean of the faculty of Charles University with headquarters in Bratislava will not grant him an exception through the electronic system in dates B1 to B3 of the schedule.

Art. 12

Evaluation of applications submitted by students

- (1) Objections in applications submitted by students are evaluated by the faculty officer through the electronic system. The faculty clerk corrects in the electronic system erroneous data in requests for accommodation in dates B1 to B3 of the schedule.
- (2) The applications of continuing students are evaluated on the basis of the current directive of the dean for individual faculties, which must be issued no later than A3 of the schedule. The evaluation takes place on the principle of point gain, which is a whole number from the interval 0 to 1000 and its value is given by the sum of points for the following categories:
 - a) 0 – 700 points for criteria of quality (annex no. 2),
 - b) 0 – 100 points for social situation (annex no. 2),
 - c) 0 – 200 points for activities based on the directives of the dean of the CU faculty.

The faculty officer will allocate points for activities in the electronic system to the submitted application for accommodation by term A6 of the schedule.

- (3) After evaluating the applications of continuing students, CIT CU will create a proposal for faculty waiting lists by term B6 of the schedule, in which it will indicate which students were allocated accommodation and which of them were not allocated accommodation.¹⁰ The commission will approve the proposal for faculty waiting lists by term B6 of the schedule. CIT CU will publish waiting lists in the electronic system no later than B7 of the schedule.
- (4) Apart from the cases mentioned in paragraph 6, accommodation is always allocated
 - a) applicants with a social security card,
 - b) accepted applicants who were accepted in the regular period of the admission procedure and paid the advance deposit according to Art. 8 par. 4,
 - c) to foreign applicants with a guarantee of accommodation allocation, with the fact that stabilization of the room will be accepted according to Art. 16 par. 2, or chooses a room in the electronic system according to Art. 16 par. 3.
- (5) In the case of newly created free accommodation capacity (for example, as a result of the release of rooms allocated from the real accommodation capacity according to Article 6, paragraph 4 or the termination of the right to allocated accommodation according to paragraph 6, accommodation will be allocated to other applicants according to Article 18.

¹⁰ A line is placed in the waiting list, which graphically separates the order of continuing students. Continuing students who have been allocated accommodation are placed above the line in order of point gain, continuing students who have not been allocated accommodation are placed in order of point gain below the line. The line can additionally move downwards based on newly created accommodation capacity.

- (6) The right to allocated accommodation in the following academic year expires:
- a) if the student withdraws his application in the electronic system,
 - b) in cases according to Art. 7 par. 6,
 - c) if the student violates the obligations listed in art. 7 par. 8,
 - d) if the student does not choose a room in the room selection system by the deadline according to Art. 16 par. 5
 - e) if the student does not pay the price for accommodation and the payment of the deposit according to Art. 17 par. 2,
 - f) if the student does not check in within the specified period.
- (7) To an accepted applicant whose right to allocated accommodation has expired according to the previous paragraph, the advance deposit paid according to Art. 8 par. 5 does not return. The management of CU approves the distribution of unreturned deposit advances on the proposal of the vice-rector for education and social affairs.
- (8) Allocation of inter-faculty accommodation or mixed accommodation is not eligible.
- (9) The accepted applicant has the opportunity to withdraw the submitted application for accommodation and subsequently request a refund of the advance payment for the deposit by date B2 of the schedule.
- (10) An applicant who has lost the right to accommodation pursuant to Art. 12 par. 6 letters f) the price for accommodation paid according to Art. 17 par. 2 does not refund unless the applicant notifies the CU accommodation facility of the cancellation of the allocated accommodation by date C4 of the schedule.
- (11) Applicants who are entitled to a refund of the deposit advance will be refunded in full from date B13 of the schedule.

Art. 13

Applicants who are entitled to a refund of the deposit advance will be refunded in full from date B13 of the schedule

- (1) Applications submitted by applicants with specific needs are evaluated by an authorized employee of CPŠ CU.
- (2) If an applicant with specific needs is not included in the register of students with specific needs in term A3 of the schedule, he will not be allowed accommodation in the reserved capacity for applicants with SN.
- (3) By not allocating accommodation according to par. 2 does not affect the right of an applicant with specific needs to submit an application pursuant to Art. 7 and 8.
- (4) CPŠ CU will publish details on how applicants with specific needs choose a room (bed) on their website. For choosing a room (bed) according to this paragraph, Art. 16 does not apply.

Art. 14

Evaluation of applications for mixed accommodation submitted by students

- (1) Applications for mixed accommodation of continuing students are first evaluated individually - both of the pair must be placed above the line in their faculty's waiting list. Subsequently, together, by the sum of the point gain achieved by each of the pair of applying students. Art. is used to calculate the student's point gain. 12 par. 2.
- (2) After evaluating the applications of continuing students, CIT CU will create a waiting list indicating which students have been allocated accommodation and which of them have not been allocated accommodation (based on the number of rooms for mixed accommodation). CIT CU will publish the waiting list on the accommodation website no later than B7 of the schedule. CIT CU will ensure the allocation of a specific room to couples entitled to mixed accommodation by term B12 of the schedule. CIT CU will send notifications to applicants by term B14 of the schedule. Students who were not assigned mixed accommodation will be included in the faculty waiting list according to Art. 12 par. 3.
- (3) Art. 16 does not apply to the allocation of accommodation according to this article.

Art. 15

Evaluation of applications submitted by doctoral students

- (1) Objections in applications submitted by doctoral students are evaluated by the faculty officer through the electronic system. When evaluating applications, the faculty officer checks the correctness of the data filled in by the doctoral student in the electronic system.
- (2) If the doctoral student meets the conditions for the allocation of accommodation according to this directive, accommodation will be allocated to him according to the capacity possibilities of the CU accommodation facility. If the applicant is within reach of IDS BK, he can request an exception from the dean of the CU faculty by term B3 of the schedule. The dean of the CU faculty may grant an exception to a doctoral student who is not entitled to the allocation of accommodation according to this paragraph, in cases worthy of special consideration. In such a case, the doctoral student will be accommodated from the capacities allocated to the relevant CU faculty.
- (3) The allocation of accommodation in doctoral capacity and the allocation of inter-faculty accommodation or mixed accommodation are not eligible.
- (4) Provision of Art. 12 par. 6 applies equally to doctoral students.

Art. 16

Room selection

- (1) Continuing students who are entitled to choose a room are evenly divided into three groups according to the number of points obtained in the ranking list. The first group also includes doctoral students and applicants with disabilities according to Art. 9 par. 2 letters b). All foreign applicants are entitled to choose a room, with the fact that continuing

students will be placed in one of three groups according to the number of points obtained. The electronic system will enable individual groups to choose a bed in a specific room in dates B9 to B12 of the schedule.

(2) To the applicant who

- a) he was accommodated in a room on date A0 of the schedule, which, when dividing the real accommodation capacity according to Art. 6 assigned to the CU faculty where he studies, or was assigned to an inter-faculty capacity, and
- b) in his application, he did not indicate his interest in choosing another room according to Art. 8 par. 3 letters b),

the electronic system will assign the same room. In the event that the allocation of the same room will not be possible, for example due to renovation or a change in capacity allocation, the electronic system will invite the applicant to choose a room by e-mail no later than two calendar days before the start of the room selection service (term B7 of the schedule).

(3) The room selection service is available to applicants for at least five consecutive calendar days as follows:

- a) term B9 of the schedule - applicants from the first group,
- b) term B10 of the schedule - applicants from the first and second groups,
- c) term B11 of the schedule - applicants from the first, second and third groups,
- d) term B12 of the schedule - applicants of all groups and accepted applicants,
- e) term B13 of the schedule - in accordance with paragraph 6.

(4) The electronic system only offers a choice of accommodation capacity where the given applicant meets the conditions for its occupancy (especially faculty capacity, gender, inter-faculty accommodation, mixed accommodation, accommodation at doctoral capacity, accommodation at capacity for applicants with SN).

(5) If the applicant does not choose a room according to the previous paragraphs by date B12 of the schedule, he will lose his right to allocated accommodation. However, this does not exclude the possibility of the applicant to apply for the allocation of accommodation according to Art. 18 of the Directive.

(6) In term B13 of the schedule, students who have been allocated accommodation according to Art. 12 par. 5,¹¹ the currently unoccupied accommodation capacity of all CU faculties made available, including the accommodation capacity set aside for inter-faculty accommodation and doctoral capacity. When choosing a bed in term B13, only the student's gender is taken into account.

(7) The remaining capacity of mixed accommodation is distributed by individual CU accommodation facilities.

¹¹ These are continuing students who, during the evaluation of applications according to Art. 15 par. 3 were placed in the waiting list "below the line" and were not allocated accommodation before the creation of additional free accommodation capacity.

- (8) The remaining capacity for applicants with SN is distributed by CPŠ CU in cooperation with CU accommodation facilities.
- (9) Objections against the accommodation capacity offered to the applicant in the room selection service according to the previous paragraphs are not admissible.
- (10) During the following academic year, the applicant can move to the accommodation department of the relevant accommodation facility of the CU under the conditions determined by the accommodation contract or the accommodation (boarding) regulations of the given accommodation facility of the CU.

Art. 17

Notification of allocation or non-allocation of accommodation

- (1) Notification of the allocation or non-allocation of accommodation is recorded and made available to all applicants in the electronic system. Information about its availability is delivered in term B14 of the schedule by e-mail to the e-mail address assigned to the applicant by CU and at the same time to the e-mail address that the applicant indicated in the application.
- (2) The notice of accommodation allocation mainly contains:
 - a) identification of the CU accommodation facility and the assigned room,
 - b) information on the price for accommodation,
 - c) characteristics of the room,
 - d) the obligation to pay the deposit, its amount and installment dates,
 - e) data required for payment by bank transfer (IBAN of accommodation facility CU, variable symbol),
 - f) the date of crediting the payment to the account of the CU accommodation facility (date C2 of the schedule),
 - g) consequences for failure to fulfill the obligations specified in this paragraph.
- (3) Binding models of notices on the allocation of accommodation to accepted applicants, continuing students and doctoral students are listed in Annex no. 3 of this directive.
- (4) It is not possible to file appeals against the notice of non-allocation of accommodation. Notification of non-allocation of accommodation must be justified.
- (5) Data on the facts mentioned in this article will be provided by CIT CU to individual CU accommodation facilities in the format requested by them no later than date B15 of the schedule.

Art. 18

Occupancy of vacant accommodation capacity

- (1) Unoccupied accommodation capacity in term C1 of the schedule (unoccupied beds from the committee's reserve, capacity for applicants with SN and for mixed accommodation) and additional unoccupied capacity, which arises due to non-payment of the price for

accommodation by term C2 of the schedule, is allocated by the director of the CU accommodation facility from term C1 (or C3) of the schedule to students and doctoral students who apply for a given CU accommodation facility. The CU accommodation facility will publish the instructions on its website by B8. The allocation of accommodation to students and doctoral students in the manner specified in this paragraph is not claimable.

- (2) The director of the accommodation facility informs students about the allocation of accommodation by e-mail to the electronic address assigned to them by CU or to the e-mail address that the student provided in the application to the CU accommodation facility. If a student who has been allocated accommodation does not express an interest in accommodation by paying the price for accommodation according to the instructions of the CU accommodation facility by the deadline set in the e-mail according to the first sentence, he loses the right to allocated accommodation and the director of the CU accommodation facility will invite other applicants who submitted an additional request for accommodation at the CU accommodation facility.
- (3) The accommodation capacity that could not be occupied by the procedure according to the previous paragraphs can be allocated by the director of the accommodation facility of the University of Applied Sciences to persons who are not students or doctoral students from date C5 of the schedule.

PART FOUR

The process of allocating accommodation to employees

Art. 19

Submission of applications by employees

- (1) Employees submit applications at the accommodation department of their chosen CU accommodation facility. Details of how employees can apply will be published by the CU accommodation facility on its website.
- (2) An employee who meets any of the conditions according to Art. 2 par. 17. Other employees may request the relevant CU accommodation facility to provide temporary accommodation under commercial conditions.
- (3) The employee is entitled to be allocated accommodation during the entire duration of the employment relationship with the CU faculty or another part of the CU only if the CU accommodation facility has not withdrawn from the accommodation contract in the past due to a breach of contractual terms by the employee.
- (4) An application submitted by an employee who does not meet the conditions of paragraphs 2 and 3 shall not be evaluated pursuant to Art. 20 of the Directive.
- (5) The employee is responsible for the correctness of the data provided in the application; the employee is obliged to immediately notify the CU accommodation facility of all changes in facts that have occurred since the application was submitted and have an impact on the allocation of accommodation, or document them with relevant documents.

Art. 20

Evaluation of applications submitted by employees and allocation of accommodation

- (1) Requests submitted by employees are continuously evaluated by an employee of the accommodation department of the CU accommodation facility entrusted with the agenda of administration of requests submitted by employees (hereinafter referred to as "employee of the accommodation department"). When evaluating applications, the employee of the accommodation department checks the correctness of the filled-in data and checks the employment relationship of the employee in the information system of the CU Central Database of Persons.
- (2) Accommodation is allocated to an employee who meets the conditions according to Art. 2 par. 17 and Art. 19 par. 3. in accordance with the capacity possibilities of the CU accommodation facility.
- (3) The employee can occupy a double room by himself and pay the price for accommodation for both beds according to the price list of the relevant CU accommodation facility under the conditions determined by the accommodation contract or the accommodation (boarding) regulations of the given CU accommodation facility.
- (4) The employee's right to accommodation expires:
 - a) if the employee withdraws his request; this does not affect the employee's right to submit a new application,
 - b) if the employee ceased to meet the conditions according to Art. 2 par. 17 and Art. 19 par. 3,
 - c) if the employee violates the obligations listed in Art. 19 par. 5.
- (5) The employee's right to allocated accommodation ceases for the reasons stated in the accommodation contract with the relevant CU accommodation facility.
- (6) Re-accommodation of an employee on the basis of his own request or on the basis of operational reasons on the part of the CU accommodation facility is possible under the conditions determined by the accommodation contract or the accommodation (boarding) regulations of the given CU accommodation facility.
- (7) The director of the accommodation facility is obliged to inform the chairman of the commission about the current use of the employee accommodation capacity; the details of the method and scope of the submitted information will be adjusted by the commission by resolution.

PART FIVE

Common, transitional and final provisions

Art. 21

Common provisions

- (1) According to this directive, accommodation of family members of persons who are provided with accommodation in CU accommodation facilities is not eligible.

- (2) This directive does not apply to the accommodation process
 - a) in CU accommodation facilities under the direct administration of CU not listed in Art. 3 par. 1 letter a),
 - b) in the priestly seminaries of the Comenius University in Bratislava, the Roman Catholic Cyril-Method Faculty of Theology, CU,
 - c) in the Theological House of the Evangelical Church and. in. in Slovakia at Comenius University in Bratislava, Evangelical Faculty of Theology.
- (3) For the purposes of this directive, the CU Rectorate is also considered a part of the CU.
- (4) The transfer of deposit advances of accepted applicants to the accounts of CU accommodation facilities will be carried out by the CU Rectorate by term B14 of the schedule. Transfer of advance deposits for CU accommodation facilities for applicants who were accommodated in the additional process according to Art. 18 will take place from term C1.

Art. 22

Accommodation process of students of contracted universities

- (1) The provisions of the third part of this directive apply to the accommodation process of students of the university with which CU has an agreement on the provision of accommodation services for the relevant academic year (hereinafter referred to as the "contract university"), if the agreement on the provision of accommodation services or the internal regulations of the contractual university schools do not stipulate otherwise.
- (2) For the purposes of the accommodation process at CU, the contract college is considered a CU faculty.

Art. 23

Transitional and final provisions

- (1) Directive on the allocation of points for activities according to Art. 12 par. 2 letters c) issued by the deans of CU faculties.
- (2) Guidelines of CU faculty deans issued on the basis of Art. 16 par. 3 of internal regulation no. 10/2016 The CU rector's directive, which regulates the rules for distributing the accommodation capacity of the Comenius University in Bratislava, are considered directives issued according to this CU internal regulation.
- (3) The procedure for concluding contracts for accommodation in CU accommodation facilities is governed by a special CU internal regulation issued by the rector of the CU.
- (4) The annexes to this directive are:
 - Annex no. 1 Details of accommodation conditions for applicants with SN
 - Annex no. 2 Scoring criteria of quality and social situation of the applicant
 - Annex no. 3 Binding models of notices on the allocation of accommodation
 - Annex no. 4 Substantive list of points in the schedule of the accommodation processu

- (5) The internal regulation no. 8/2017 CU rector's directive regulating the accommodation process at CU as amended later.
- (6) This Directive shall enter into force and effect on the date of signature.

In Bratislava, 19th of June 2023

prof. JUDr. Marek Števček, DrSc.
rector CU