



DORMITORY HOUSE RULES

Centre of University Services the University of Economics in Bratislava

Article 1 FUNDAMENTAL PROVISIONS

The student dormitories are special-purpose facilities of the University of Economics in Bratislava (hereafter SD UE in Bratislava). They are managed by Directors SD UE in Bratislava. Directors SD UE in Bratislava are responsible for their work to Director of the Center of Business and University Services University of Economics in Bratislava (hereafter CBUS) who is responsible to Rector of the University of Economics in Bratislava.

Article 2 CONDITIONS OF ACCOMMODATION in the SD UE in Bratislava

1. The accommodator (UE in Bratislava) accommodates:
 - only the students on the assigned of an Accommodation permit and after a fee payment,
 - the post-graduate students (Students 3. full-time degree) at the request for accommodation approved by the Dean of the Faculty, or his representative, or Rector of the UE in Bratislava,
 - other categories of accommodated persons on the basis of an application for accommodation approved of by the CBUS Director.
2. The accommodator is not responsible for any damage of the accommodated person's belongings.
3. Neither students¹ nor other categories of persons have a legal entitlement to accommodation in the SD UE in Bratislava.
4. The Director of CBUS has the right to refuse accommodation of the students who have qualified for the allocation of accommodation, but previously repeatedly violated the dormitory House Rules of EU in Bratislava.
5. Changes or exchanges in accommodating shall only be allowed in case of being approved by Director (after the term given in the Course of Action).

¹ Students 1., 2. and 3. full-time degree

Article 3

DUTIES OF THE ACCOMMODATED PERSONS

The accommodated person is obliged to:

1. Present the identity card, two pieces of actual photos size 4x4 cm, the Accommodation Permit, or the approved application for accommodation.
2. Accommodate him/her on the date specified in the Accommodation procedure. It is possible to accommodate him/herself by another person in certain cases (illness, stay abroad, etc...) after a fee payment.
3. Accommodate him/herself solely in the allocated room or to move after the specified date with an approval of the SD UE in Bratislava director.
4. Abide by the dormitory house rules, to follow safety, fire prevention, sanitation regulations, and the evacuation guide.
5. Lock the room, protect it against burglary, not to lend the key or leave it at places accessible to the third parties. Never leave personal belongings of higher value in the room when leaving it, even for a short time.
6. Abide by the rules that prohibit smoking, consumption of alcohol, drugs and other addictive substances on all SD UE in Bratislava premises.
7. Be medically examined, if necessary, or to be submitted to other medical or sanitation measures.
8. Keep cleanliness and order in his/her room and in facilities by individual tidying up, and economize on power and water. He/shall keep cleanliness also in common bathroom facilities if there are any.
9. Show his/her accommodation card when entering the house.
10. Pay the accommodation charge in compliance with the directive "Fees for the Accommodation in Student Dormitories of the University of Economics in Bratislava" and with the Accommodation Permit.
11. Register all the allowed electric appliances at the Accommodation Office before bringing them to the house, and pay a charge in advance, in conformity with the valid regulations.
12. Be liable for any damage due to doing harm or destroying equipment through his/her fault. He/She shall be obliged to pay fully any damage incurred, stolen, damaged and destroyed property.
13. Make the accommodation facility accessible in case of control by a Student Dormitory employee, or persons authorized by the SD UE in Bratislava Director.
14. In the case of a planned check on the accommodation, a member of the EUBA Student Parliament may attend this inspection. The EUBA Dormitory Director is obliged to notify the designated person for the EUBA Student Parliament of the date of the planned inspection (day, hour and specific dormitory house) three working days in advance.
15. In the event of imminent danger (threat to health or theft) immediately report this fact to the reception SD UE in Bratislava, respectively on the accommodation office and a Police station Bratislava I. - V.

Article 4

RIGHTS OF THE ACCOMMODATED PERSONS

The students accommodated in the student dormitories have mostly the following rights:

1. Right to be accommodated once the application is approved.
2. Right to have the bed linen exchanged in conformity with the sanitation regulations.

3. Right to use the electric appliance for personal use, as well as the following appliances (free of charge, the charge is included in the accommodation payment):
 - TV set
 - Radio cassette recorder
 - PC
 - Iron
 - Electric kettle

Charge for other electrical appliances provided by-law CBUS UE in Bratislava.

In the Student Dormitory of the EU in Bratislava Horský Park (the renovated), the fee for a refrigerator, which is part of the equipment room, is included in the accommodation fee.

4. Right to use the SD UE in Bratislava common and sports facilities.
5. Right to receive visitors within the appointed time.

Article 5

INTERNAL RULES

1. The accommodation card serves as a proof of the accommodation in SD EU in Bratislava. The accommodation card is non-transferable, i.e. it can be used solely by its owner.
2. The residence permit is a proof by which the short-term accommodated person shows the fact that he/she is accommodated in SD UE in Bratislava for a short time. The residence permit is non-transferable, i.e. it can be used solely by its owner
3. The accommodated person is obliged to inform the accommodator about the loss of his/her accommodation card or residence permit.
4. Visitors are allowed from 8 a.m. to 10 p.m. with the agreement of the accommodated person (who is being visited) after signing to the visitor's book. To keep the identity protection, the visitors will show the employee at the reception an identity card (ID, driving license, etc.). The employee will check the name and the time of arrival/departure. Maximum number of guests visiting the accommodated person are 2 persons.
5. The accommodated (visited) person accompanies his/her visitors or will pick them up at the reception and as a deposit will leave his/her accommodation card which he/she will pick up after the departure of the visitors.
6. The person that is being visited takes over the responsibility for the behavior of the visitors, for keeping the visiting hours or for possible damage caused by the visitors.
7. The acceptance of visitors is contingent on the approval of the other accommodated persons from the given room. Possible complaints of the other accommodated about stay or behavior of the visitors will result in prohibition of any future entrance of these visitors to the SD UE in Bratislava.
8. The accommodated person has a right to accommodate a student for a short-term for a given room upon agreement with the accommodation department of the relevant EUBA Dormitory house for a fee, in accordance with the internal directive "Fees for Accommodation in EUBA Dormitories".
9. If the accommodated person (who is being visited) decides to let a visiting person stay in the room during night without prior approval by the accommodation department of the relevant EUBA Dormitory, he/she must notify this fact no later than 22.00 to a supervising employee at the concierge. In this case, the supervising employee will note the name of the accommodated person and he/she is obliged to pay a fee of 5 Eur/night for the short-term accommodation within 3 working days of the announcement. If a person (who is being visited) does not announce this short-term accommodated visiting person, he/she will be

fined within the meaning of Article 8, paragraph 8.4 of the EUBA Dormitory House Standards Order and will be suspended the right to receive visits.

10. The night peace is kept from 10 p.m. to 6 a.m. and has to be respected by each accommodated person.
11. The appropriate provisions of the House Rules are binding for all categories of accommodated persons in the SD UE in Bratislava (students, inceptors, employees, lecturers, guests, etc.).

Article 6 LIMITATIONS

1. Damaging of the property
The accommodated person must not damage the property of SD UE in Bratislava in any way, nor the property of other accommodated persons.
2. Manipulation with the property
The accommodated person must not manipulate with the property of SD UE in Bratislava, most of all must not take out the dishes from the canteen, inventory from the rooms or arbitrarily rebuild furniture in the room.
3. Garbage
The accommodated person must not pile up garbage in the room, balcony, hallway, kitchen or toilets.
4. Separation of municipal waste
It is required to separate municipal waste such as paper, glass, plastic and metal pieces and store them at collection points set up in individual student homes
5. Disposal of objects through windows and balconies
The accommodated person must not dispose of any objects through the windows and balconies.
6. Electrical appliances
The accommodated person must not use electrical appliances in the rooms, besides the ones stated in Article 4, p.3.
7. Disturbance of other accommodated persons
The accommodated person must not perform any activity that would disturb the other accommodated persons in any way, especially in the evening and night.
8. Gatherings
The accommodated person must not organize or take part in any public gatherings that disturb the other accommodated persons.
9. Private enterprise activities
The accommodated person must not perform any unreported enterprise or other commercial activity on the premises of SD UE in Bratislava.
10. Weapons, drugs and other narcotic substances
The accommodated person must not keep any weapons, drugs and other narcotic drugs or other objects that can endanger life on the premises of SD UE in Bratislava. Also, it is strictly prohibited to grow any plants.
11. Animals
The accommodated person must not keep any pets in the residential part of SD UE in Bratislava.
12. Installations
The accommodated person must not arbitrarily interfere with installations of any kind.
13. Manipulation with an open fire on the premises of SD UE in Bratislava

The accommodated person must not manipulate with an open fire in the objects and premises of SD UE in Bratislava.

Article 7

TERMINATION OF THE ACCOMMODATION

Termination of accommodation:

1. On the day of expiration agreed upon the Accommodation Permit.
2. If students refuse accommodation within the time specified in the procedure for accommodation.
3. By cancelling the accommodation in the SD UE in Bratislava.
4. When a student completes his/her the studies, expels from school, withdraws, suspends his studies or changes the type of study, transfers schools or, when an employee terminates his employment.
5. When the accommodation is cancelled by the SD UE in Bratislava Director on the grounds of:
 - a violent breach of the disciplinary regulations of the UE in Bratislava Statutes, provision of dormitory house rules or principles of coexistence,
 - prior notice due to not keeping order in the room, in common and other facilities,
 - having moved the SD UE in Bratislava equipment, exchange of rooms without permission of Director,
 - not having paid the charge in the given time,
 - holding any weapon, drugs and other narcotic substances, as well as plants grown for the production of drugs of the SD UE in Bratislava,
 - not observing the SD UE in Bratislava Director's orders regarding running the dormitory,
 - using electric appliances without permission, except those stated in the Art. 4, point 3,
 - improper behavior under the influence of alcohol, drugs, or other addictive substances,
 - disturbing the night peace,
 - damaging the SD UE in Bratislava furniture, equipment, and the surroundings,
 - allows the accommodation of persons without permission SD UE in Bratislava. This means a visit after means a visit after 10 pm,
 - not paying a fine within the meaning of Article 8 thereof in due time and after the written notice,
 - notice of cancellation of accommodation is valid also in the case of refusal to accept this notice to students, which was repealed accommodation within the meaning of paragraph 5 of this Article.
6. On the day of termination of accommodation (no later than 3 working days), the accommodated person is obliged to move out and hand over the assigned room in the proper condition by handing over the key and the inventory to a staff member of the EUBA Dormitory house.
7. In the event that the accommodated person does not hand over the room on the date of termination of stay within the meaning of paragraph 6 of this article, the Director of the relevant EUBA Dormitory house shall call upon the accommodated person (by email) to move out and hand over the assigned room in the proper state within 3 business days at the latest. In the event that the guest does not properly hand over the room, he/she will pay for each day a fee in accordance with the applicable regulations (internal accommodation

charges or holiday charges for summer accommodation) and the accommodation provider shall not be liable for the personal belongings left in the room

8. Any infringements made by the student of the University of Economics in Bratislava in the SD EU in Bratislava who is not accommodated there will be dealt by Disciplinary Commission of the faculty at which the student is enrolled at the initiative of the Director of SD EU in Bratislava or Director of CBUSD

Article 8 CONTRACTUAL FINES AND FEES

In case of nonobservance of the provisions of the House Regulations of the Dormitory, the accommodated is obliged to pay a contractual fine in cash in the accommodation division of the respective dormitory in a prescribed amount:

		17,00 Eur
8.1	Nonobservance of visiting hours - the provisions of the House Regulations of the Dormitory Article 5, Clause 4	
8.2	Failure to pay the rent and fees for the use of electrical appliances in 10 days at a date set by the Accommodation Contract	17,00 Eur
8.3	Lending of the Accommodation card or the Accommodation permission to a person who is not accommodated in the dormitory, or falsification of the Accommodation card	17,00 Eur
8.4	Allowing a person, who is not accommodated in the dormitory, to sleep there without the respective accommodation permission - the provisions of the House Regulations of the Dormitory Article 7, Clause 5	33,00 Eur
8.5	Smoking and drinking spirits in dormitory premises	17,00 Eur
8.6	Noisy behavior and disturbance of the silence of the night	33,00 Eur
8.7	Use and possession of forbidden appliances	17,00 Eur
8.8	Destruction and damage to property of government bonds of UEB - accommodation is required to pay a penalty and set also has an obligation to pay damages caused in whole range	33,00 Eur
8.9	Willful interferences with all sorts of plumbing	50,00 Eur
8.10	Throwing items out of windows and balconies	66,00 Eur
8.11	Willful relocation to another room	17,00 Eur
8.12	Forbidden commercial activity	66,00 Eur
8.13	Failure to comply with hygiene and order and not taking out the rubbish	33,00 Eur
8.14	Manipulation with open fire	33,00 Eur
8.15	In case of loss of accommodation provided for a license shall pay a penalty staying and then receives a duplicate	10,00 Eur
8.16	Entry of animals and their maintenance in the accommodation area	33,00 Eur
8.17	Infringement Internal Directive No. 7/2011 - Rules for the management and use of computer network net	50,00 Eur
8.18	If the accommodated loses his or her key, he or she pays a contractual fine in the Horský park dormitory, block E, F, D, C 7,00 Eur, in other dormitories UEB 5,00 Eur.	
8.19	Early termination of accommodation fee in ŠD EU in Bratislava at the written request of the accommodated person and a return of the resulting difference in the payment of accommodation fee to the bank account of the accommodated person	3,00 Eur

Notification of the fine is valid also in the case of refusal to accept this notice to student, which was fine imposed under this Article.

Article 9
CONCLUDING PROVISIONS

1. The House Rules shall come into effect on 09/01/2018.
2. The House Rules was approved by the Rector University of Economics in Bratislava on 05/16/2018.
3. On the day it comes into effect, the previous House Rules, approved on 04/05/2017 will be revoked.

In Bratislava, 05/16/2018

prof. Ing. Ferdinand Daño, PhD.
Rector University of Economics in Bratislava

**Request for an early termination of accommodation in SD EU in Bratislava
and the refund of the difference in the payment of accommodation fee
(before the deadline set up at the accommodation permission)**

If a student has to terminate his/her accommodation in SD EU in Bratislava from serious reasons (in particular family-related and health-related reasons), or from the reasons mentioned in Article 7, paragraph 3, 4, 5 and 7 before the deadline set up at the accommodation permission, he/she is required to deliver the Request for an early termination of accommodation in SD EU in Bratislava and the refund of the difference in the payment of accommodation fee **in person or by post** to the accommodation department of SD EU in Bratislava. Delivery by e-mail or other electronic means shall not be accepted.

Name and Surname:
.....

Faculty and year-class:
.....

Date of early termination of accommodation:.....

Reason for the early termination of accommodation:
.....

Name of the SD EU in Bratislava:
.....

**Bank account number in IBAN form / in case of a claim for refund of the
difference in the payment of the accommodation**
.....

When the accommodated person requests early termination of accommodation without giving serious reasons or any of the reasons mentioned in Article 7, paragraph 3, 4, 5 and 7, he/she is obliged to refund a financial loss resulting from the early termination of accommodation to the landlord. It means that the accommodated person is obliged to pay price for accommodation at the prescribed rate for the whole agreed period if the landlord could not prevent the loss by finding the replacement for the accommodated person.

Date: **Signature of the requestor:**

Statement of SD EU in Bratislava: