



DORMITORY HOUSE RULES

Centre of business activities and university services University of Economics in Bratislava

Article 1 FUNDAMENTAL PROVISIONS

The student dormitories are special-purpose facilities of the University of Economics in Bratislava¹ (hereafter SD EUBA). Directors SD EUBA (no. 1 to no. 7) manages them. Directors SD EUBA are responsible for their work to Director of the Centre of business activities and university services University of Economics in Bratislava (hereafter CBUS) who is responsible to Rector of the University of Economics in Bratislava. Student dormitory no. 8 is managed by the head of the student dormitory, who is responsible for his activities to the dean of the Faculty of Business Economics with seat in Košice.

Article 2 CONDITIONS OF ACCOMMODATION in the SD EUBA

1. The accommodator (EUBA) 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 EUBA,
 - 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 students² nor other categories of persons have a legal entitlement to accommodation in the SD EUBA.
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 EUBA.

¹ 1. Student dormitory Horský park, Prokopa Veľkého 41, Bratislava
2. Student dormitory Horský park, Hroboňova 4, Bratislava
3. Student dormitory Dolnozemska, Bratislava
4. Student dormitory Starohájska 4, Bratislava
5. Student dormitory Starohájska 8, Bratislava
6. Student dormitory Ekonóm, Bratislava
7. Student dormitory Vlčie hrdlo, Bratislava
8. Student dormitory Bellova, Košice

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

5. Changes or exchanges in accommodating shall only be allowed in case of being approved by management of the dormitory (after the term given in the Course of Action).

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 management of the dormitory.
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, including electrical cigarettes, consumption of alcohol, drugs and other addictive substances on all SD EUBA 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/she 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. Accommodated person is obliged to use electrical appliances brought in SD UEBA in accordance with the "Principles of use of electrical appliances brought to boarding schools in SD UEBA".
12. In SD Bellova Košice, it is not allowed to use a refrigerator and a microwave oven.
13. 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.
14. Make the accommodation facility accessible in case of control by a Student Dormitory employee, or persons authorized by the management of the dormitory.
15. In the case of a planned check on the accommodation, a member of the EUBA Student Parliament may attend this inspection. The management of the dormitory 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.
16. In the event of imminent danger (threat to health or theft) immediately report this fact to the reception SD EUBA, respectively on the accommodation office and a Police Bratislava or Košice.
17. **Other duties of the accommodated person**
 - a) Damaging of the property

The accommodated person must not damage the property of SD EUBA in any way, nor the property of other accommodated persons.

b) Manipulation with the property

The accommodated person must not manipulate with the property of SD EUBA, most of all must not take out the dishes from the canteen, inventory from the rooms or arbitrarily rebuild furniture in the room.

c) Garbage

The accommodated person must not pile up garbage in the room, balcony, hallway, kitchen or toilets.

d) 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

e) Disposal of objects through windows and balconies

The accommodated person must not dispose of any objects through the windows and balconies.

f) Electrical appliances

The accommodated person must not use electrical appliances in the rooms, besides the ones stated in Article 4, p.3.

g) 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.

h) Gatherings

The accommodated person must not organize or take part in any public gatherings that disturb the other accommodated persons.

i) Private enterprise activities

The accommodated person must not perform any unreported enterprise or other commercial activity on the premises of SD EUBA.

j) 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 EUBA. In addition, it is strictly prohibited to grow any plants.

k) Animals

The accommodated person must not keep any pets in the residential part of SD EUBA.

l) Installations

The accommodated person must not arbitrarily interfere with installations of any kind.

m) Manipulation with an open fire on the premises of SD EUBA

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

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 in accordance with “Principles of use of electrical appliances brought to boarding schools in SD UEBA”.
4. Right to use the SD EUBA 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 EUBA. The accommodation card is non-transferable, i.e. solely its owner can use it.
2. The residence permit is a proof by which the short-term accommodated person shows the fact that he/she is accommodated in SD EUBA 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 23 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, passport, 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 behaviour 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 behaviour of the visitors will result in prohibition of any future entrance of these visitors to the SD EUBA.
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 23 p.m.** to a supervising employee at the concierge. In this case, the accommodated person fills out a request for overnight stays at the concierge of the student dormitory, who must be a holder of a student card³, and submits a request for inspection to the concierge staff, who checks the data on the requests. Accommodated person (who is being visited) is obliged **to pay a fee of 7 Eur/night** for the short-term accommodation within 3 working days. 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 7, paragraph 7.3 f the EUBA Dormitory House Standards Order and will be suspended the right to receive visits.
10. The night peace is keep from 10 p.m. to 6 a.m. and has to be respected by each accommodated person.

³ A student card can be ISIC - international full-time student card. It serves to establish a student of a Slovak college or university, contains a photo, the name of the school, the student's name and date of birth. The other one can be Student card issued by a university or college in Slovakia. List of colleges and universities of the Slovak Republic: <https://isic.sk/zoznam-vs-kde-vybavis-isic/>.

11. The appropriate provisions of the House Rules are binding for all categories of accommodated persons in the SD EUBA (students, inceptors, employees, lecturers, guests, etc.).
12. Personal belongings of a higher value than the person staying at the ŠD EU in Bratislava are obliged to insure with a commercial insurance company. Guests are advised not to leave such personal items in the room when leaving the room, even if only for a short time.
13. In case one bed remains free in a 2-bed room and the student who stays in is not interested in paying the price even for a free bed, the management of the SD EUBA has the right, for economic reasons, to move the student to another room.

Article 6

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 EUBA. 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.
4. When the accommodation is cancelled by the management of the dormitory on the grounds of:
 - a violent breach⁴ of the disciplinary regulations of the EUBA 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, and does not comply with the provisions referred to in Art. 3,
 - having moved the SD EUBA equipment, exchange of rooms without permission of management of the dormitory,
 - 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 EUBA,

⁴ A violent breach is in accordance with the rules of the SD EUBA, Art. 7. (the fines listed below) which accommodated person will break twice.:

- 7.1 No observance of visiting hours - the provisions of the House Regulations of the Dormitory Article 5, Clause 4
- 7.2 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
- 7.3 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
- 7.4 Smoking and drinking spirits in dormitory premises
- 7.5 Noisy behaviour and disturbance of the silence of the night
- 7.6 Use and possession of forbidden appliances
- 7.7 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
- 7.8 Wilful interferences with all sorts of plumbing
- 7.9 Throwing items out of windows and balconies
- 7.10 Wilful relocation to another room
- 7.11 Forbidden commercial activity
- 7.12 Failure to comply with hygiene and order and not taking out the rubbish
- 7.13 Manipulation with open fire
- 7.14 In case of loss of accommodation provided for a license shall pay a penalty staying and then receives a duplicate
- 7.15 Entry of animals and their maintenance in the accommodation area
- 7.16 Infringement Internal Directive No. 7/2011 - Rules for the management and use of computer network net
- 7.17 Failure to pay the accommodation fee within 5 days after the due date

- not observing the management of the dormitory’s orders regarding running the dormitory,
 - using electric appliances without permission, except those stated in the Art. 4, point 3,
 - improper behaviour under the influence of alcohol, drugs, or other addictive substances,
 - disturbing the night peace,
 - damaging the SD EUBA furniture, equipment, and the surroundings,
 - allows the accommodation of persons without permission SD EUBA. This means a visit after means a visit after **23 p.m.**,
 - not paying a fine within the meaning of Article 7 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.
5. 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.
6. 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 5 of this article, the management of the dormitory 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 EUBA 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 management of the dormitory of SD EUBA or Director of CBUSD

Article 7 CONTRACTUAL FINES AND FEES

In case of no observance 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:

7.1	No observance of visiting hours - the provisions of the House Regulations of the Dormitory Article 5, Clause 4	50,00 Eur
7.2	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	50,00 Eur
7.3	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	50,00 Eur
7.4	Smoking and drinking spirits in dormitory premises	50,00 Eur
7.5	Noisy behaviour and disturbance of the silence of the night	50,00 Eur
7.6	Use and possession of forbidden appliances	30,00 Eur
7.7	Destruction and damage to property of government bonds of UEB -	50,00 Eur

	accommodation is required to pay a penalty and set also has an obligation to pay damages caused in whole range	
7.8	Willful interferences with all sorts of plumbing	50,00 Eur
7.9	Throwing items out of windows and balconies	66,00 Eur
7.10	Willful relocation to another room	30,00 Eur
7.11	Forbidden commercial activity	66,00 Eur
7.12	Failure to comply with hygiene and order and not taking out the rubbish	50,00 Eur
7.13	Manipulation with open fire	50,00 Eur
7.14	In case of loss of accommodation provided for a license shall pay a penalty staying and then receives a duplicate	15,00 Eur
7.15	Entry of animals and their maintenance in the accommodation area	50,00 Eur
7.16	Infringement Internal Directive No. 7/2011 - Rules for the management and use of computer network net	50,00 Eur
7.17	Failure to pay the accommodation fee within 5 days after the due date	30,00 Eur
7.18	Moving the property and inventory of ŠD EU in Bratislava is prohibited without the prior consent of the management of ŠD EU in Bratislava. If this happens, the accommodated person is obliged to pay the fine 20,000 Eur , and the accommodated person has to stay is obliged to pay the specified fine and at the same time must return the property and inventory to their original location, or restore them to their original condition. If the accommodated person does not fulfil this obligation within 24 hours and does not return the inventory and property at the original location, the fine will be increased to 50 Eur .	
7.19	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 10,00 Eur, in other dormitories UEB 7,00 Eur.	
FEES		
7.20	Early termination of accommodation fee in ŠD EUBA 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 8 CONCLUDING PROVISIONS

1. The House Rules shall come into effect on 09/01/2024.
2. On the day, it comes into effect, the previous House Rules, approved on 08/01/2023 will be revoked.

In Bratislava, 03/04/2024

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

Request for an early termination of accommodation in SD EUBA

**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 EUBA from serious reasons (in particular family-related and health-related reasons), or from the reasons mentioned in Article 6, 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 EUBA and the refund of the difference in the payment of accommodation fee **in person or by post** to the accommodation department of SD EUBA. Delivery by e-mail or other electronic means shall not be accepted.

Name and Surname:

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Faculty and year-class:

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

Reason for the early termination of accommodation:

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Name of the SD EUBA:

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

.....

Date:

Signature of the requestor:

Statement of SD EUBA: