

Dormitory Rules of the University of Veterinary Medicine and Pharmacy in Košice

Article I Basic Provisions

The student dormitories (hereinafter “SD”) are special-purpose facilities of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter “the UVMP”) providing accommodation for students of the UVMP.

SD consist of two objects, namely Student Dormitory 1 (hereinafter “SD 1”) at Cesta pod Hradovou 11 Street in Košice and Student Dormitory 2 (hereinafter “SD 2”) at Cesta pod Hradovou 13 Street in Košice.

The aim of SD is:

- a) to provide accommodation to full-time students, PhD students, exchange students (hereinafter “student”),
- b) to create conditions for successful independent study and rest of students,
- c) to create conditions for development of cultural, social and sport life, and encourage students’ leisure time activities corresponding to spatial, financial and operational possibilities,
- d) to provide accommodation to other people in accordance with Article 5 of the Dormitory rules (hereinafter “DR”),
- e) to gain additional means for operation and improvement of provided services quality by own economic activities.

Article II Dormitory Management

- 1) SD are managed by the director who is a responsible head of the facilities in the managerial scope of the Vice-Rector for Education.
- 2) Activities of political parties, movements, unregistered churches and various religious sects are not allowed in SD.
- 3) An advisory body of the director of SD is the Student Council.

Article III Student Council

- 1) The Student Council as the main representative body of accommodated students is created by representatives of students accommodated in SD.
- 2) The Student Council is an independent self-governing body of accommodated students which participates in management and activities of SD. Its main task is to share creating conditions leading to accommodation improvement, as well as following this internal rules and their annexes together with the director of SD.
- 3) The Student Council is elected from accommodated students and has 9 members from whom a chairman is chosen. In the case the Student Council is not created, or not working, all the

rights and duties resulting from the DR pass to the director of SD and accommodation committee of the UVMP.

- 4) The Student Council members are elected in accordance with the Statute of the Student Council that includes electoral and procedural rules.
- 5) The Statute of the Student Council is approved by the Rector of the UVMP.

Article IV Conditions of Providing Accommodation in SD

- 1) Accommodation in SD for the next academic year is provided to a student following their application in the Academic Information System of the UVMP (hereinafter "AIS"). Information is provided on the website of the UVMP in the Student Dormitory section.
- 2) The application will be assessed and discussed by a 5-7 member accommodation committee consisting of the director of SD, teachers and students. The committee is appointed by the Rector of the UVMP. The head of the committee is the Vice-Rector for education.
- 3) Student's applications for accommodations sent in time are recorded in AIS by students selected from the Student Council.
- 4) The list of students (excluding first year students) recorded in AIS in time and according to approved criteria is discussed in accommodation committee that decides about providing or refusing accommodation. The decision on providing or refusing accommodation will be assigned to the application for accommodation in AIS to 20th August of current year at the latest.
- 5) Students admitted on the base of entrance examinations will apply for accommodation in AIS **to 31st July of current year at the latest, except for additionally admitted students.**
- 6) The decision on providing accommodation to the first year students in a form of name list will be notified on the website of the UVMP and on the official board in SD within 1 month of applying at the latest. If the students meet the criteria, accommodation is automatically provided. Criteria can be found on the university website.
- 7) Applications submitted after deadline will be discussed only in the case of vacancies after meeting the needs of students applying in time.
- 8) There is no legal entitlement to accommodation.
- 9) Each student getting accommodation has to conclude an accommodation contract.
- 10) Accommodation is provided for a one academic year term.
- 11) The director of SD or an authorized person issues an accommodation card to the student having been provided accommodation that entitles the student enter the building.
- 12) The student may appeal against the decision of non- providing accommodation to the Rector within a 5-day period of publishing the list of accommodation in SD.
- 13) The Rector of the UVMP either affirms the non- providing decision or complies with the appeal and changes the contested decision within a 30-day period of the delivery of the appeal.
- 14) There is no appeal against the Rector's decision.
- 15) The student whose accommodation has been cancelled on the basis of the valid decision of refusing accommodation is not provided an accommodation. Such a student is not provided an accommodation during the whole period of study at the UVMP.

Article V Conditions for Providing Accommodation to Other Persons

- 1) In exceptional cases, students of other higher education institutions, other forms of study, employees and the UVMP guests and their family members may be accommodated in SD provided that the accommodation of the students referred to in Article I letter a) of DR is not restrained. The provision of accommodation in SD to these people is subject to the approval of the Rector of the UVMP on the recommendation of the accommodation committee.
- 2) During the holiday season, students from other universities in exchange meetings, trainees and excursion students, trade unionists, tour operators customers and other individually accommodated people may be accommodated for a certain period of time, provided that they do not disrupt cleaning and maintenance work in SD.
- 3) The accommodation of other people in the holiday season is provided by the director of SD, and in his absence, by the authorized SD employee, upon the prior approval of the Rector.

Article VI Placement of Students in SD

- 1) In close cooperation with the Student Council, the director of SD accommodates the students in the same rooms during the whole period of study if possible.
- 2) Women and men are accommodated on the floors or their parts in separate rooms. For women and men, separate hygienic facilities must be provided. If these conditions are not met, men and women are accommodated in separate buildings. Students' children cannot be accommodated in SD, with the exception mentioned in Article II section 4) and 5) of DR.
- 3) The assignment of a 1-bed room is decided upon the Student Council of the UVMP recommendation by accommodation committee, in case of the quarantine of the student.

Article VII Termination of Accommodation

- 1) Accommodation terminates:
 - a) by the expiration of the time stipulated in the accommodation agreement,
 - b) if the student does not move in without a serious reason or justification within 5 days of the beginning of the winter semester of the respective academic year,
 - c) if the student terminates the accommodation contract in writing **after the expiration of one month notice period from the first day of the month following the delivery of the termination of the contract,**
 - d) by the termination of the study, interrupting, exclusion or leaving the study,
 - e) by withdrawal from the accommodation contract due to the increase of the accommodation fee,
 - f) by cancellation of the accommodation.
- 2) After completing the study, interrupting, leaving the study, being excluded out of the study at the UVMP, the foreign student may stay in SD for at most one month.
- 3) The accommodation committee may cancel or conditionally cancel the accommodation before the expiry of the stipulated time for accommodation if the accommodated student:
 - a) has violated these DR and internal regulations of the UVMP,
 - b) has grossly violated the principles of coexistence,

- c) has misbehaved, damaged the properties or furniture of SD,
 - d) in spite of the warning, has not observed the order and the cleanliness in the allocated room and in the adjoining premises, as well as in the common premises,
 - e) has not paid the accommodation fee within the time limit stipulated in the written request for payment,
 - f) has not paid the damage caused by their action within the stipulated time,
 - g) has violated safety, fire and hygiene regulations or threatened the life and health of the accommodated students,
 - h) has allowed illegal accommodation of a person who is not housed in SD or even has not a permission for accommodation in SD,
 - i) has used alcoholic beverages and other narcotic substances in accommodation premises or under their influence has violated the principles of good behaviour and coexistence in SD,
 - j) arbitrarily and without knowledge of the management of SD has moved to other than allocated room,
 - k) has not respected smoking prohibition in SD in accordance with the law on the protection of non-smokers,
 - l) has physically or verbally assaulted the employees of SD, employees of the own protection of the Department of Security and Crisis Management (DSCM) of the UVMP or other accommodated students or guests,
 - m) has not used the allocated room without serious reasons for a long time,
 - n) has repeatedly interrupted the night rest (10 pm to 6 am).
- 4) In the case of a conditional cancellation of accommodation, the decision determines the period and conditions under which the conditional cancellation of the accommodation is revoked. If a student commits another violation of the DR prior to the expiration of this period, the accommodation of the student is immediately cancelled in accordance with Article 7 section 5) of DR.
- 5) Cancellation of the accommodation is announced to the student by the delivery of the written decision (in person, by post). The student may appeal against the decision to the UVMP Rector within 5 days of the date of delivery. The appeal has a suspensive effect.
- 6) The Rector decides on the appeal, not later than 30 days of the date of delivery of the appeal, confirming the decision to cancel the accommodation or revoking the appeal and changing the contested decision. The Rector's decision is final and cannot be appealed against.
- 7) The student is obliged to move out from SD:
- according to section 1 letter (a), (c) to (e) of the Article within 5 days at the latest,
 - as referred to in section 1 letter (f) of the Article within 5 days of the delivery of the final decision to cancel the accommodation.

Article VIII Rights and Obligations of Accommodated Students

1) The student is entitled to:

- a) the basic equipment of the assigned room and its maintenance,
- b) regular bed linen exchange - every 14 days,
- c) receive visits pursuant to Article 9 section 3) DR,
- d) use common spaces of dormitory,

- e) submit suggestions and comments to all questions of life in Student dormitory to the director of Student dormitory or to the Student Council and request a statement on the solution of the submitted proposals and comments,
- f) use electric appliances: refrigerator, PC, printer, lamp, radio, CD player and electric appliances for personal hygiene in the room. Other electrical appliances for preparing food and drinks are only allowed to be used in kitchens,
- g) request the temporary accommodation of another person for a fee according to Article 5 DR.

2) The accommodated student is obliged:

- a) when moving to SD, to submit an ID card, passport, or residence permit if they are foreign students, and 2 small photos,
- b) to stay exclusively in the allocated room,
- c) to maintain the cleanliness and tidiness in the assigned room and facilities by cleaning and caring according to hygiene requirements, adhere to order in common SD facilities, save electricity, water, etc.,
- d) to pay the accommodation fee within the term stated in the accommodation agreement,
- e) when entering SD, to pass only through the access system using the ISIC card; not to jump over, crawl under or bypass it in any other way ; after 12 p.m. to submit an ISIC card and student accommodation card to an employee (security guard) on request,
- f) to comply with safety regulations and fire protection measures,
- g) to comply with the provisions of this DR,
- h) to adhere to morality and ethics of co-existence,
- i) to observe the night rest from 10 p.m. until 6 a.m.,
- j) to compensate for caused damage to property of SD,
- k) to report the detected deficiencies to the responsible employee of SD or to register them in a book of failures,
- l) to observe hygiene regulations, instructions of a doctor, if applicable, instructions of a district hygienist (in the case of bacilli-carrier) and health care provider of SD. If placed by a student's doctor to the isolation room, the student must not leave it or receive visitors without the permission of the physician,
- m) to undergo a medical examination and other health and hygiene measures if circumstances require so,
- n) to a student with an infectious disease or a student in a dispensary care of a specialist for infectious disease is obliged to report his/her health condition to a doctor and a health care professional of SD at the beginning of the year and to undergo regular examinations according to instructions of a doctor/specialist,
- o) to protect the property against theft and destruction by unauthorized people and not to bring valuable things and higher sums of money to SD,
- p) to report identified shortcomings in the equipment and condition of the device to the responsible employee of SD, immediately after moving in,
- q) to enable and bear necessary repairs, repair of accident damages and reconstruction works in rented rooms.

3) The accommodated student must not:

- a) allow accommodation in SD to people who are not registered in SD,
- b) publish or disseminate ideas and material promoting fascism, chauvinism, nationalism and racism in SD,

- c) move to another room without an approval of the director of SD,
- d) receive visits except the specified time and spaces designated by these rules,
- e) damage the property of SD,
- f) move SD inventory and use own furniture without the permission of SD director,
- g) interfere with the access, camera and electronic opening and closing system of the main entrance door, including installation of any kind,
- h) use their own electric cookers, heaters and other unauthorized electrical appliances, or gas heaters,
- i) drink alcoholic drinks and other narcotic substances and enter SD under their influence,
- j) bring, preserve and distribute narcotic, psychotropic substances and designated substances for narcotics and psychotropic substances,
- k) lend the ISIC and ID card to another person or use the ISIC card repeatedly permitting entry or exit to another person,
- l) violate public order,
- m) bring or place any animals in the rooms and premises of SD. This prohibition does not apply to the AQUA TERRA club's learning areas in the building SD 2,
- n) smoke in the premises of SD in accordance with the law on the protection of nonsmokers and set fire in public spaces in SD area,
- o) bring and keep weapons in SD (members of Hunting Cynology Club with their own armament licence are required to use the safe for the storage of hunting weapons located at the porter's lodge of SD 2 and follow the Rector's Guideline dated 18.06.2012, which regulates the safekeeping and handling of weapons and munitions stored in the safe of SD 2).

4) Before moving out from SD the student is obliged to:

- a) hand over a tidy room with facilities as well as borrowed inventory in its original condition to the director of SD, or an authorized staff member of SD, taking into account the normal wear and tear,
- b) return the keys and the card of the resident to an authorized employee of SD,
- c) check out personally with the responsible employee of SD.

Article IX Internal Regulations

- 1) Student dormitory opens at 5 am.
- 2) Student dormitory closes at midnight (24:00) and prior to the day before a bank holiday or a paid day off it closes at 2 am. After this time, only the student who is accommodated in SD will be allowed to enter the building. SD is opened at one-hour intervals for 10 minutes in the period of time from midday (12:00/ in some cases from 2 am) to 5 am. At this time, only the accommodated student who shows a valid card is allowed to enter the building.
- 3) Any crossing that is not enabled by a turnstile is considered as a visit and entry of such a person is subject to registration by providing one's identity. Foreign visitors can be received between 7 am. and 10 am. Visitors are registered in the guest book at the reception of SD. For the duration of the visit, an accommodated student bears full responsibility for the visitors.
- 4) Registration under the section 3 of this Article is also applied to the UVMP students who are not accommodated in SD.

- 5) The visitor will be registered in the guest book upon leaving the dormitory.
- 6) Opening and locking of the side entrance (gate) into the premises of SD are performed by the OBKR the UVMP employees who are on duty at SD 2. The entrance is open between 4 am and 11 pm.

Article X Entry of Employees of SD and UVMP into the Accommodation Area

- 1) Employees enter the accommodation area for the purpose of:
 - a) inspection,
 - b) asset inventory,
 - c) visit of the accommodated person (according to Article 9 of DR).
- 2) Asset inventory may take place after fulfilling the notification obligation for. The notification obligation was fulfilled either by a notice board or in writing when the date, purpose, and time of the entry were determined. The notice board or written notice must be announced for at least 24 hours prior the entry. The entry is made during working hours.
- 3) Employees enter into accommodation area without notification obligation only in the case of:
 - a) emergency situations,
 - b) endangered life and health of a person,
 - c) property destruction of SD and in the case of a complaint about the interruption of silent hours,
 - d) carrying out inspections of compliance to hygienic accommodation conditions, fire safety regulations and identity checks of the accommodated persons.
- 4) In order to remove deficiencies, maintenance personnel enter the rooms only with a colleague without the presence of an accommodated person.
- 5) The workers entering the accommodation area are required to inform the accommodated people, if they are present about the reason for entering the room and must prove their identity with a credentials or a request form for repair.
- 6) If necessary, compliance checks of DP are performed by the authorized staff.

Article XI Joint Accommodation of Students - Married Couples

- 1) Students or married couples can be housed together in SD designated for this purpose or in its reserved premises for the joint accommodation of students or married couples. The application for a joint accommodation is submitted by the applicant to the UVMP accommodation commission.
- 2) Joint accommodation of students or married couples in SD can be provided:
 - a) if both students are full-time students and both have been given accommodation,
 - b) if none of the spouses is a resident in the city or in a place from which they can commute to school without much loss of time per day.
- 3) Joint accommodation of married couples, of which there is only one a student of the UVMP, may be accommodated only exceptionally on the basis of a reasoned request submitted to the accommodation commission. The Rector of the UVMP decides on the request based on the recommendations of the accommodation commission of the UVMP. 4) Students' children can only stay in the room with their parents:

- a) if the accommodation has been assigned to parents,
 - b) if the dormitory of the UVMP has been approved for the accommodation of a child,
 - c) accommodation for a child is free of charge (no entitlement to a single bed and other inventory) and parents are responsible for the child's safety, health and hygiene conditions.
- 4) There is no legal entitlement to marital accommodation and accommodation of a child in SD.
 - 5) Joint accommodation of students or married couples terminates:
 - a) if accommodation has been cancelled to at least one of the spouses,
 - b) if at least one of the spouses has completed university studies,
 - c) if at least one of the spouses has interrupted, or left studies, or was excluded from the studies,
 - d) if the marriage ceased to exist.
 - 6) Due to the expiration of marriage, both students are obliged to move out of the rooms intended for the accommodation of spouses, no later than 5 days after the termination of the joint accommodation.

Article XII Specific Provisions

- 1) On the basis of the students' requirements proposed to the director of SD, director of SD decides upon replacement of old equipment in individual rooms after agreement with the Student Council no later than October 15 of the relevant year. Based on the proposal of the director of SD, the management of the UVMP decides to purchase a new equipment for SD by the end of November of the year concerned.
- 2) By the end of April, the director of SD shall publish an account statement of the total revenue and expenditure accounts on an official notice board of SD and on the web site of the UVMP under section 1 of this Article of the year concerned.

Article XIII Final provisions

- 1) The Student Dormitory Rules of the University of Veterinary Medicine and Pharmacy in Košice approved on 19.06.2012 is abrogated. 2) The Student Dormitory Rules shall enter into force and effect on the date of its signature.

Košice, 11th June 2015

Prof. MVDr. Jana Mojžišová, PhD.
Rector

Annexe to the Dormitory Rules:

1. Accommodation Agreement
2. Fire and Safety Regulations for Accommodation in SD
3. Record of Taking over the Room
4. Statement of the Student