

The House Rules

Students hostels, the Specific Purposes Facilities Administration, Matej Bel University

Article I

Preamble

1. The Specific Purposes Facilities Administration UMB(SPFA) is an establishment providing accommodation and catering services for university students.

2. The House Rules follow both UMB statute and the Organizational Order of the SPFA whose main functions are as follows:

a/ To provide university students, postgraduate students, and the guests of Matej Bel University accommodation (appropriate to its capacity) as well as catering both for students and personnel. Free accommodation and catering capacity can also be used by people and organizations from outside.

b/ To create good conditions for accommodated students in terms of their studies and leisure time.

c/ To create suitable conditions for health, sport, culture and other free time activities in compliance with space, finance, and operational capacity.

Article II

The management of student hostels and canteens

1. The director of the SPFA, who reports to the rector of UMB, is responsible for the management and the whole operation of student hostels and canteens.

2. The advisory body of the SPFA director is the management of student hostels and canteens. The members of this advisory board are as follows:

1. the managers of student hostels and canteens
2. the Student Board chairperson

The management of SPFA meets at times as may be required.

3. If it is necessary, the director can also ask other employees of student hostels and canteens to participate in the management meeting.

4. The SPFA director in co-operation with the Student Board chairperson (or each individually) can call a public meeting of accommodated students, if it is necessary.

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Article III

The Student Board

1. The students accommodated in a hostel are represented by the chairperson of the Student Board who co-operates with the SPFA director.
2. In September, at the beginning of each academic year, the chairperson of the Student Board submits the SPFA director the list of students who will represent individual faculties in the Student Board.

Article IV

Preconditions for obtaining accommodation in student hostels

1. By 15 April of the particular year, the accommodation officer will prepare for the SPFA director the information about the hostels bed capacity for the following academic year which starts in September.
2. The SPFA director will share out the whole hostels bed capacity among individual faculties of Matej Bel University considering the number of students of particular faculties (the distance of the student's permanent residence to Banská Bystrica should be more than 50 km) and the percentage ratio of the number of students to the whole capacity.
3. By 15 March of a particular year the study departments of individual faculties are incumbent to submit the accommodation officer the list of students who are currently in their first, second, third and fourth years of study.
4. The Student Board chairperson will allocate the beds to the students taking into consideration the quotas for individual faculties. He will hand in this list with the names of students to the SPFA director in the first week of May.
5. The allocation of the beds is done on the basis of specific criteria prepared and approved before. Comments to these criteria can be expressed by any student.
6. The Student Board chairperson is responsible for objective judgment of the applications for bed allocation in the hostels. He will also work out criteria for bed allocation.
7. Students are obliged to submit the application for accommodation to the chairperson of the Student Board following his/her instructions.
8. The Student Board chairperson will consult the suggested list of students with the hostel manager.
9. The information about bed allocation in a hostel (or its refusal) is displayed in a vestibule (lounge) of a particular hostel in the first week of an appropriate year.
10. The SPFA director will keep some bed reserves for the students whose appeals against the allocation will be accepted.
11. The students are entitled to appeal (to the SPFA director) in case the bed has not been allocated to them..
12. The SPFA director will make decision about the bed allocation within 15 days after the appeal deadline.
13. The SPFA director will make decision whether a student can obtain an extra bed provided all potential roommates (of the particular room) agree with the accommodation of this student. The extra beds can be allocated as a temporary solution of the bed shortage. When beds are available again, the hostel manager will ask the

students with an extra bed to use the free bed and pay appropriate accommodation charge.

14. A student has no legal claim for having a bed in a student hostel.
15. The allocation of the beds for the students of the 1st year is secured (done) by the SPFA director.
16. The hostel managers and the chairperson of the Student Board have the right to exclude the students from the list of the students who were suggested for obtaining accommodation by the Students Board {or obtained accommodation on the basis of their appeal) in case
 - a) they have broken the House Rules repeatedly
 - b) they have not respected the instructions on moving out from the hostel and did not move out at the set date
 - c/ they have broken the principles of cohabitation seriously
 - d/ there is no assumption that they will respect the House Rules of a hostel and orders of the SPFA director (alcohol drinking, smoking inside a hostel, disturbing the peace at night, using electrical appliances in rooms, deceiving etc.)

Article V

The students allocation in a hostel

The board of SPFA in co-operation with the Students Board chairperson makes decision about the students' allocation in hostels. If there is sufficient capacity of free rooms, married couples without children can obtain a separate room in case they are the students of M. Bel University. It is impossible to accommodate a married couple with a child (children) in a separate room because they are not in appropriate conditions for this purpose.

The exact date when the students can be accommodated in a hostel is given by the SPFA director in harmony with the study programme and the beginning date of an academic year.

A student must leave the hostel by 30 June of an academic year at the latest. In the months of July and August, both hostel and student canteen are used for commercial purposes, the hostel staff take holidays, and maintenance work is performed.

Article VI

Preconditions for other persons to be accommodated in a hostel

1. Apart of full-time and part-time students accommodated in a hostel, there can also be accommodated other people such as the guests of M. Bel University, people from other institutions (on the request of M. Bel University rector, or the particular faculty dean) the

number of whom depends on free capacity of a hostel. The free hostel capacity is set (determined) by the SPFA director.

Article VII

Termination of accommodation

1. The accommodation of students is terminated in the following cases:

- a) the time for being accommodated has expired
- b) the student has not moved into a hostel within 5 days from the date set (given) to him/her without giving serious reasons or excuses
- c) the student has checked out from the dormitory
- d) the student has finished studies, or has interrupted studies, or he/she has been excluded from the studies, or has left studies, or has started to study at other university
- e) the accommodation has been cancelled by the hostel manager or by the Student Board chairperson

2. In case a foreign student completes his/her studies, or interrupts studies, or leaves studies, or has been excluded from the studies, he/she can stay in a hostel not more than one month. Special cases are being solved by the SPFA director.

3. The hostel manager or the Student Board chairperson can cancel an accommodation if the student accommodated in a hostel

- a/ has broken the House Rules seriously
- b/ does not use the room which has been allocated to him
- c/ does not keep his/her room, communal space and toilet tidy
- d/ has moved to another room without the permission of the hostel manager
- e/ has not paid for the accommodation by the time set by the SPFA director
- f/ he/she uses electrical appliances in a room repeatedly though this has not been permitted for him/her (in accordance with the Regulation 79/2004 and UMB Directives 10/2004, an electric appliance can be used by a student supposing this is permitted by the hostel manager, and the student has paid for the use, and the appliance condition as well as electrical energy mains are appropriate. The condition of the particular electrical appliance must be checked up by the hostel electrician and confirmed by him on a form). Because of safety needs, electric cookers, immersion heaters, deep-fat fryers, electric ovens are not allowed to be used in hostel rooms
- g/ interferes with installation of any kind

h/ damages the property of the hostel, moves things (the inventory items) to another rooms without permission

i/ accommodates a person without the permission of the hostel manager

j/ ignores the calls (instructions) of the hostel manager

k/ steals the hostel inventory items (if the stolen thing is found in a room, each person staying in this room takes the responsibility unless a thief is identified)

l/ brings and drinks alcohol in a hostel

m/ brings, owns, uses weapons, dangerous chemicals, drugs and drug paraphenelia.

n/ does not respect or breaks safety, fire, hygienic regulations in a hostel

o/ does not respect the prohibition of smoking inside all buildings of the SPFA of Matej Bel University according to law No 377/2004 and Directives No 10/2004 concerning the protection of non-smokers

3. After obtaining a written notification about his/her exclusion from the hostel, the student must leave a hostel within seven days. It is possible for the student to appeal against this decision (made by SPFA director) within two days after receiving this notification.

4. Misdemeanours done at a hostel by a M. Bel University student, who is not staying in a hostel at the moment, will be dealt with both by the SPFA director and a dean of a particular faculty. The hostel manager, resp. the Student Board chairperson has the right not to allow the admission to the hostel to such visitors who do not respect and ignore the House Rules.

Article VIII

The rights and duties of the students accommodated in hostels

1/ The student accommodated in a student hostel is intitled to the following:

a/ the allocation of a furnished room with a quilt, a pillow and bedding

b/ the maintenance of the hostel room and inventory items inside. The maintenance should be provided as soon as possible

c/ regular change of bed linen according to hostel regulations

d/ using common living space in a hostel and for participating in hostel events

e/ making suggestions and recommendations concerning the way of life in a hostel that are submitted to the Student Board and the hostel manager and expecting a feedback for them

f/ having visits in accordance with the Article X of these House Rules

2/ The student accommodated in a hostel is required

a/ on his/her arrival to the hostel to submit an identity card (a foreigner should submit a passport or stay permit), two photographs 3x3.5 cm in size and acknowledgement about his/her payment for accommodation

b/ to accommodate himself/herself just in a room allocated to him/her, unless it is decided in a different way

c/ to follow directions of the hostel management and the Student Board

d/ to keep order and tidiness in the hostel, especially in an allocated room and commonly used spaces, to save hostel furniture, electricity and water

e/ to pay charges for accommodation regularly in set dates

f/ to prove identity showing the hostel card after coming to a hostel

g/ to protect the building and property of the hostel, to report about any breakdown to a worker responsible for the particular matter. After working hours this breakdown should be reported at the reception of the hostel

h/ to follow safety, fire and hygienic rules

i/ to compensate any damage caused by him/her

j/ to become acquainted with safety and fire regulations and to confirm (with the signature) that he/she will respect them

k/ before leaving a hostel to return all borrowed items in the same condition as they had been before borrowing them, to return keys, a hostel card, to pay all outstanding accommodation arrears and to pay for all damage that might have been caused by a student

l/ to register all electrical appliances used by a student in a room, the payment for which depends on the particular equipment and is paid monthly

m/ to become acquainted with the House Rules of the student hostel of M.Bel University and behave in compliance with its statutes

n/ after moving into an allocated room to inform the hostel management about some defects and damage that might have been found

o/ to follow the instructions of the hostel manager in special cases such as pest control, fire drill, civil defence training, etc.

3/ The students are not allowed to do the following:

- a) to damage and destroy the property and furnishings of a hostel
- b) to disturb other accommodated students, especially during the night (10.00 p.m. – 6.00.a.m.)
- c) to conduct themselves in a disorderly manner, to drop items and rubbish out of the windows and balconies
- d) to interfere with any kind of installation
- e) to bring the items from both hostel and student canteens into their rooms without having permission from the hostel management
- f) to accommodate persons in a hostel room without their being registered
- g) to move to another room without the hostel manager's approval
- h) to allow a visitor to come out of the approved time
- i) to smoke in the area of the SPFA of the University of M. Bel
- j) to bring weapons, to consume alcohol drinks, narcotic substances, drugs, or have drug paraphenelia
- k) not to allow the hostel staff to enter the room, in case they need to perform maintenance checks, maintain (keep) equipment, or protect the hostel property
- l) to take away the things from the student canteen to their rooms
- m) to change room locks without the hostel manager approval
- n) to damage equipment used for extinguishing fire (fire hydrants, extinguishers)
- o) to lend the hostel card to another person
- p) to use electrical appliances without permission

Article IX

Penalties

1. The loss of a key € 16,59
2. The loss of a hostel card € 6,63
3. The use of unregistered, not permitted electrical appliances € 16,59 per piece
4. Breaking the prohibition of smoking € 16,59
5. To fail in keeping hygiene, cleanliness and order in a hostel room, kitchenette, or shared spaces € 16,59

Article X

Internal Rules

1. A student hostel is opened from 5.00 a.m. to 24 p.m. After 24 p.m. it is opened in one hour's intervals
2. Night time quietness must be kept from 22 p.m. to 6 a.m.
3. The students of M. Bel University who are not accommodated in a hostel must prove their identity using their student cards and must register into the visitor's book. When leaving a hostel they must check out. The MBU undergraduates are allowed to stay in a hostel until 24.00 p.m. All other visitors must prove their identity with an identification card, must register into the visitor's book, and when leaving the hostel they must check out.

Keeping a record about visitors:

In order to improve safety and keep order inside a hostel, it is compulsory for a visitor to do the following:

a/ after entering a hostel to inform a receptionist (a porter) about his/her arrival, to show his/her identity card, to register into the visitor's book (he/she will state his/her name and surname, the time of his/her arrival, the name of a student he/she intends to visit)

b/ the visitor is received at the reception by an accommodated student who will leave his/her hostel card at the reception office

c/ the visited student must see the visitor out (must escort the visitor) the hostel and collect his/her hostel card

d) a visitor must check out when leaving a hostel. Otherwise the visited student will take all the consequences of breaking this rule

e) during the visit the accommodated student takes all responsibility for his/her visit

Article XI

Safety and Fire Regulations

The Principles, the Hostel Students should Follow

1. The student accommodated in a hostel must behave (act) in such a way that he/she will not cause fire or will not endanger the security of other persons who are inside the hostels or student canteens.
2. Each student must be acquainted with fire and security regulations and abide by them fully.
3. After moving into the hostel a student must be acquainted with fire emergency evacuation plan, fire-alarm regulations that are available at the hostel reception. The student must also be informed about the location of portable fire extinguishers and fire hydrants, about escape and exit routes.
4. Furthermore, the accommodated students must keep the following rules:
 - After an evacuation alarm has been raised, to use the nearest escape way and to follow the instructions of the person responsible for this evacuation
 - To respect the Law Code No 377/2004 and directives No 10/2004 on the protection of non-smokers and not to smoke in all spaces of the SPFA of M. Bel University.
 - Before leaving a room to switch off all electrical appliances
 - Not to store inflammable and combustible stuff in hostel rooms
 - Not to bring, to own, to use weapons, dangerous chemicals, drugs and drug paraphenelia

- Not to use electrical appliances such as heaters, cookers, irons, appliances which are not permitted to be used in hostel rooms, as well as home-made appliances
- Not to damage or to gratuitously use equipment for fire protection (hand-operated fire extinguishers, fire hydrants)
- Not to damage or remove instructions, regulations or tables concerning safety and fire rules
- Not to interfere with electrical equipment
- Not to enter the room which is marked with a safety sign
- To inform the hostel manager about all defects and breakdowns that might endanger someone's safety or could cause a fire
- Not to manipulate fire, combustible and explosive stuff in hostel space
- Not to put objects or foodstuff on a window sill

Article XII

Common final and temporary regulations

1. The House Rules also apply to other persons who were allowed to be accommodated in a student hostel.
2. These House Rules come into force on 9 September 2004.

Eng. Jozef Mrena (in his hand)

The SPFA MBU director

Important notice

1. After having been accommodated in a student hostel, each student should check up his/her room furnishing using an inventory list. If some defects appear in the room, the student will state this fact in the form called „**The protocol on taking the room...**”. Apart of a hostel card, this form will be given to a student on his arrival into a hostel. **The inventory list, which is available at each room (hung on the wall), must not be removed.** The protocol should be submitted to the porter withing 24 hours after a student had been accommodated. If the protocol is handed in after the above mentioned time, any defects, that might appear in the room, will be paid by the student at his expense. During the year the students should report about any defects to the hostel porter.
2. **It is not allowed to use any water heaters, cookers, heating coils in hostel rooms.** In case the student breaks this rule, **he/she will have to pay a fine of € 16,59** as it is stated in the House Rules.
3. **Smoking is not permitted in the whole area of the student hostel.** In case of breaking this rule, **the person will pay the fine of € 16,59** as it is stated in the House Rules. If this rule is broken repeatedly, the student may be excluded from the student hostel.
4. **The students accommodated in the student hostels 1 and 3 are liable to prove their identity showing their student cards after entering the hostel without calling on.**
5. The loss of a room key must be reported to an accommodation officer and the **charge for the loss is € 16,59** as it is stated in the House Rules.
6. The students accommodated in the student hostels 1 or 3 are allowed **to accommodate their family members in their room for the accommodation charge of € 4,- per one person and night. Such an accommodation can be provided twice a month, every other week, two nights maximally.** A student is supposed to write an application for accommodation which includes the following:
 - The name, surname, and the address of the person that will be accommodated
 - time period of accommodation (from – to)
 - the number of the student hostel (1 or 3) and number of the room where the person will be accommodated
 - consent of the roommates in writing (stating they agree with the accommodation of the person in their room)
 - the name, surname, the faculty, the year of study, and the line of study of the applicant

All applications are being approved by the student hostels manageress Ms D. Diennešová. In case a student wants to accommodate someone on the same day

when the application is handed in for an approval, application must be presented by 12 a.m.

The students can ask for this kind of accommodation from

General guidelines for student hostel visitors (The House Rules)

Visits

in the student hostels 1 and 3

In order to increase safety and keep an order inside the student hostels (following the Code Law No 428/2002 on the protection of personal data) it is necessary for any visitor to follow the following instructions:

- to check in at the information desk (reception) and to register in a visitor's book after entering the student hostel,
- to find the student whom the visitor wants to visit within a very short time (5 minutes). Then the student is obliged to confirm this visit at the information desk (reception) and leave his/her hostel card there,
- after the visitor leaves the hostel, the student will collect his/her hostel card and will check out the visitor at the information desk,
- in case the visitor does not find a student in the student hostel, he/she must check out at the information desk /reception/ and leave the student hostel.

Visiting hours

If a visitor is a student of Matej Bel University, he/she is allowed to stay in a student hostel between 8 a.m. and 12 p.m.

Other persons can stay in the hostel between 8 a.m. and 9 p.m.

The student accommodated in the student hostel 1 or 3 takes full responsibility for his/her visitor(s).

Matej Bel University, SPFA (the Specific Purposes Facilities Administration), Student hostel 1, Tajovský Street 40, Banská Bystrica,

Student hostel 3, Tajovský Street 51, Banská Bystrica

Notice

Each student who wants to cancel his/her accommodation in a hostel must follow the following instructions:

- To ask a hostel manager (or an accommodation officer of the student hostel 3, or a hostel keeper, or a bedding attendant) for a check-out form,
- to have his/her room controlled by a cleaner,
- to return his/her bedding and borrowed items to a bedding attendant, and to an accommodation officer. Before the student leaves a hostel, his/her check-out form must be signed both by a bedding attendant and by an accommodation officer of the particular hostel (even if the student did not borrow any bedding),
- to pay for any damage (that have been caused by a student) to an accommodation officer (of the student hostel 3) or to a hostel keeper,
- to check out at a hostel manager, or an accommodation officer (of the student hostel 3) submitting a signed check-out form, a hostel card, a bedding card and room keys.

Darina Dienešová (Ms)

Student Hostels Manageress