



# Principles of Allocating Accommodation in Student Dormitories of the University of Economics in Bratislava

## Article 1 Student Accommodation Options

- 1) Accommodation in student dormitories of the University of Economics in Bratislava (hereinafter the “EUBA SD”) is provided to full-time students of the University of Economics in Bratislava (hereinafter the “EUBA”) under the Application for Accommodation filed.
- 2) The application for accommodation is submitted by:
  - a) **EUBA students** (1<sup>st</sup> and 2<sup>nd</sup> level of higher education study) electronically in the Academic Information System (hereinafter the “AIS”) within the deadlines as set in the accommodation schedule for the respective academic year,
  - b) **newly accepted students at the EUBA** (1<sup>st</sup> and 2<sup>nd</sup> level of higher education study) electronically in the AIS within the deadlines as set in the accommodation schedule for the respective academic year. This group also includes students who immediately continue their studies at the university in the 2<sup>nd</sup> level after completing the 1<sup>st</sup> level of higher education study at the EUBA,
  - c) **EUBA students (3<sup>rd</sup> level of higher education study)** (post-graduate, full-time students) in writing within the deadlines as set in the accommodation schedule for the respective academic year. The written application is submitted by students to the respective faculty’s dean’s office, and allocation of accommodation is decided by the dean of the relevant faculty,
  - d) **EUBA students who by September 1, 2024 will have attained the age of 18<sup>1</sup>.**
- 3) Accommodation at the EUBA SD is not provided to students who:
  - a) have been conditionally expelled or expelled from the EUBA SD on the grounds of discipline, or those who are in serious breach of the EUBA SD House Rules as well as any other regulations adopted by the EUBA SD management and regulations issued by the university and faculty management,<sup>2</sup>
  - b) have failed to submit in time the application for accommodation and have failed to submit the corresponding attachments to the application,
  - c) have provided incomplete or false information in their application,
  - d) have exceeded standard duration of their higher education studies in the respective level at the respective faculty.

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<sup>1</sup> Accommodation of students under the age of 18 in the EUBA SD is provided by the special regulations of the EUBA Business Activities and University Services Center in Bratislava.

<sup>2</sup> **Serious breach** shall be deemed to mean, if, in accordance with the House Rules of Student Dormitories of the University of Economics in Bratislava, Article 7.

## **Article 2**

### **Preferential Right to Accommodation**

1) Allocation of accommodation places is carried out by sorting the EUBA SD accommodation applications into a ranking list in three groups. Accommodation is granted preferentially to the group 1, then to the group 2 and lastly to the group 3. The groups are as follows:

a) In group 1, EUBA SD accommodation will be granted to special needs students, i.e. those who are holders of a severe disability card and are officially registered in the special needs student list at the respective faculty as well as to full orphans.

EUBA students with limited mobility and their assistants shall have preferential right to accommodation in barrier-free rooms. If there is a rather large number of applicants with limited mobility, their assistants will be allocated accommodation in common rooms located close to barrier-free areas. Students that rely on the aid of their personal assistants are entitled to have their assistants accommodated under the following terms:

- the student documents the entitlement to the assistant's accommodation by presenting a valid appraisal of the Office of Labour, Social Affairs and Family (hereinafter the "Office") issued by the Office locally competent in the place of the student's permanent residence in accordance with Article 15 of the Act No. 447/2008 Coll. whereunder the student relies on personal assistance, and a valid ruling of the Office on the award of a personal assistance benefit. Both documents must be presented to the Accommodation Board according to the valid Accommodation Allocation Schedule for the respective academic year.
- A student with severe disability who under Article 22 of the Act No. 447/2008 Coll. has been awarded a financial personal assistance benefit in the extent of clauses 1 – 6 of Annex No. 4 to the said act (getting up, going to bed, positioning, personal hygiene, dressing, undressing) is entitled to accommodation with a personal assistant where the personal assistant pays no price for the accommodation.
- Responsibility for administration of newly accepted special needs students is assumed by the faculty coordinator designated for special needs students.

b) As regards group 2: following accommodation allocation to group 1 students, the remaining EUBA SD accommodation capacity is allocated to students whose permanent residence is more than 50 km away from the UE in Bratislava. The AIS automatically assigns the respective distance in kilometres based on the distance table approved by the Accommodation Board of the UE in Bratislava. The distance table has been prepared using the accessibility of the UE in Bratislava by means of public transportation from the municipality of the student's permanent residence where there is a post office (hereinafter the "municipality"). If the municipality of the student's permanent residence has no post office, the respective kilometre distance to the EUBA shall be taken as the distance from the municipality with the nearest post office designated for delivery of letter consignments to the place of the student's permanent residence.

c) After accommodation has been allocated to group 1 and group 2 students, the remaining accommodation capacity is assigned to the rest (group 3), except for students having permanent residence in Bratislava.

### **Article 3**

#### **Distribution of Capacity**

- 1) The accommodation capacity assigned to individual EUBA faculties is reduced by:
  - a) places earmarked as the Rector's reserve,
  - b) places earmarked as the Dean's reserve,
  - c) places for students applying for accommodation on special grounds that occurred after the application submission date, or places for students resuming their studies after suspension of, or release from their studies,
  - d) places allocated to students having a preferential right to accommodation under Article 2(1)(a) of these Principles.
- 2) The remaining places are designated for students starting or continuing their studies at the respective EUBA faculty, and will subsequently be allocated according to the ranking list in the following ratio: 50% for students commencing their first year of the 1<sup>st</sup> higher-education level studies and for students commencing their first year of the 2<sup>nd</sup> higher-education level studies, and 50% for the remaining students in the 1<sup>st</sup> and 2<sup>nd</sup> higher-education level studies continuing their studies at the EUBA.
- 3) In the ranking list, accommodation applicants are divided based on their years of study, and within a specific year based on their study programme. The number of places is calculated as the percentage of the capacity based on the proportion of the students in the respective study programme in the total number of the applications submitted. The applicants will be ranked within such groups based on the number of points they have achieved in respect of accommodation in the given academic year; the points are determined under Article 4 hereof.
- 4) The accommodation place assigned is non-transferable; no person may take up the place other than one to whom it has been assigned.

### **Article 4**

#### **EUBA Accommodation Points**

- 1) The order in which Application for Accommodation is submitted has no effect on accommodation allocation, i.e. the application of the person filed last within the deadline will be assessed in the same way as the application for accommodation filed first within the deadline.
- 2) Accommodation points used to compile the ranking list for individual student groups in the respective academic year can be obtained in the following categories: academic achievements, distance from the student's permanent residence to the UE in Bratislava and supplementary activities.
- 3) The total number of points is determined as the sum of the points achieved in the three categories ( $B=B1+B2+B3$ ).
- 4) Accommodation points for academic achievements (B1) of students commencing their first year of the 1<sup>st</sup> level of higher education studies who were accepted based on entrance examination results are calculated from the points achieved in entrance examinations, SCIO tests or any other nationwide contents in accordance with the principles of admission proceedings applicable to individual faculties.

$$\text{B1 points} = P$$

(for the Faculty of National Economy, study programme Economy and Law B1 points =  $\frac{3}{4} P$ )<sup>3</sup>

- 5) Accommodation points for academic achievements (B1) of students commencing their second and third year of the 1<sup>st</sup> level of higher education studies. The points are calculated based on the weighted arithmetic average of exam grades (designated as P where A = 1, B = 1.5, C = 2, D = 2.5, E = 3 and FX = 4, courses with no evaluation = 4, weights are represented by the number of credits for individual courses) undertaken by the student from 1 April of the last year to 31 March of the current year<sup>4</sup>.

$$\text{B1 points} = (4-P) \times 100$$

- 6) Accommodation points for academic achievements (B1) of students commencing their first year of the 2<sup>nd</sup> level of higher education studies are calculated based on the average of grades achieved in the Bachelor's degree state examinations (designated as "P").

$$\text{B1 points} = (4-P) \times 100$$

- 7) Accommodation points for academic achievements (B1) of students commencing their second year of the 2<sup>nd</sup> level of higher education studies are calculated based on the weighted arithmetic average of exam grades (designated as P where A = 1, B = 1.5, C = 2, D = 2.5, E = 3 and FX = 4, courses with no evaluation = 4, weights are represented by the number of credits for individual courses) undertaken by the student from 1 December of the last year to 31 March of the current year.<sup>5</sup>

$$\text{B1 points} = (4-P) \times 100$$

Accommodation points (B2) are calculated based on the shortest distance of the student's permanent residence from the place of study, i.e. the UE in Bratislava, using the following formula:

$$\text{B2 points} = \text{SQR (distance from place of permanent residence in km)} \times 4.$$

A student with permanent residence abroad will be assigned accommodation points for distance in the maximum amount of 100 points.

- 8) Supplementary points (B3). Single *orphan*: 100 points  
9) Supplementary points (B3). *Low-income student scholarship*: 20 points.  
10) Supplementary points (B3). *Selected activities* for the past 12 months from the application submission date:<sup>6</sup>

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<sup>3</sup> The maximum number of entrance examination points in the study programme Economy and Law at the Faculty of National Economy is 400.

<sup>4</sup> For students who suspended their studies, the grades achieved from 1 April of the second to last academic year until 31 March of the last academic year shall apply.

<sup>5</sup> For students who suspended their studies, the grades achieved from 1 December to 31 March of the last academic year shall apply.

<sup>6</sup> For students who suspended their studies, the points shall be taken from 1 April of the second to last academic year until 31 March of the last academic year.

- a) faculty round *of the Student Scientific Activity*:
  - 1<sup>st</sup> place: 25 points,
  - 2<sup>nd</sup> place: 20 points,
  - 3<sup>rd</sup> place: 15 points,
  - those who participated but did not place: 10 points (provably submitted work to the Board),
- b) for **motivational scholarship** awarded (particularly for excellent results in scientific, artistic or sports activities and extraordinary involvement in student clubs and associations, except for motivational scholarship for academic achievements or Student Scientific Activity): 20 points,
- c) for gratuitous blood donation demonstrated by presenting the blood donor card and confirmation issued by the Student's Drop of Blood organizer at the EUBA<sup>7</sup>, no more than twice in an academic year, 5 points each instance,
- d) for activation activities or assistance in organizing Eco activities on the EUBA premises based on the submission of a confirmation issued by the EUBA Student Parliament in its position of the activity's organizer, no more than twice in an academic year, 3 points each instance
- e) membership in the Erasmus Student Network (ESN) operating at the University of Economics in Bratislava - 10 points. The ESN membership list shall be submitted by the EUBA International Cooperation Department to the President of the EUBA Student Parliament until 31 March 2024.

## **Article 5**

### **Accommodation Application Procedure**

- 1) Organizational arrangements in respect of accommodation allocation for faculty students will be provided by the Accommodation Board of the respective faculty, nominated by the Vice-Dean for Development of the faculty and approved by the Dean of the faculty.
- 2) In the application for accommodation in AIS2, the student can choose a preferred room in the selected SD UE in Bratislava. However, the final decision on the allocation of the SD UE in Bratislava and a specific room depends on the distribution of accommodation capacities at individual faculties and on the decision of the Accommodation Commission of the relevant faculty.
- 3) Faculty accommodation boards shall be responsible for checking the applications submitted.
- 4) In order to be able to verify the supplementary information provided in the accommodation applications, it is necessary to submit supplementary points-related documents. Foreign nationals shall also present their passports.
- 5) All EUBA accommodation applications must be submitted within the deadline as set in the Accommodation Schedule valid for the respective academic year. No applications will be accepted after the deadline.
- 6) The EUBA International Mobility Department shall pass over a written request for reservation of accommodation places for foreign mobility program students (Erasmus, CEEPUS, IVF, National Scholarship Programme, master agreements etc.) to the Head of the EUBA Business Activities and University Services Centre until 15. March 2024.

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<sup>7</sup> Student Parliament of the Faculty of Economic Informatics of the University of Economics in Bratislava.

- 7) EUBA students who will participate in mobility programs (Erasmus, CEEPUS, IVF, National Scholarship Programme, master agreements etc.) **in the summer semester of the 2024/2025 academic year**, shall proceed in regard to submitting applications for their winter semester accommodation according to Articles 1(2)(a) and (b). Such a student will be assigned a specific accommodation place in the winter semester should he/she comply with the accommodation allocation criteria.
- 8) EUBA students who will attend mobility programs (Erasmus, CEEPUS, IVF, National Scholarship Programme, master agreements etc.) **in the winter semester of the 2024/2025 academic year** must submit the accommodation application for the summer semester with the EUBA Business Activities and University Services Centre **until 31 December 2024**. Such a student will be notified of the specific accommodation place assigned to him/her after he/she returns from the mobility program, at the EUBA Business Activities and University Services Centre no later than the start of the summer semester of the academic year 2024/2025.

## **Article 6 Appeal**

- 1) A student who has not been granted accommodation may in the case of a wrong calculation of his/her accommodation points appeal against the decision on rejecting accommodation with the Accommodation Board of the respective EUBA faculty where he/she is enrolled, within the deadline set in the Accommodation Schedule for the respective academic year.
- 2) The student may additionally request the Dean to be granted accommodation from the capacity reserved under Article 3 for highly exceptional reasons even when the student fails to comply with the standard accommodation allocation terms.
- 3) If there are accommodation places available, the Faculty Dean may additionally, within the set deadline, grant accommodation even to students who are not compliant with the terms referred to in Article 1, based on a proposal made by the Faculty's Accommodation Board.
- 4) Accommodation places not occupied by students within the respective deadline under the Accommodation Board's decision as stated in the AIS are subsequently allocated to other students based on the ranking list order (according to Article 3(3)).
- 5) Accommodation places not occupied by students even after the last deadline set in the Accommodation Schedule for the respective academic year are subsequently reviewed on an individual basis by the EUBA Business Activities and University Services Centre, based on the applications submitted and the currently available accommodation capacity.

## **Article 7 Loss of Accommodation Granted**

- 1) The student loses entitlement to the accommodation place granted to him/her in the EUBA SD, if:
  - a) he/she is expelled from studies in the academic year 2024/2025,
  - b) he/she withdraws from studies in the academic year 2024/2025,
  - c) he/she suspends his/her studies in the academic year 2024/2025,
  - d) he/she is released for studies abroad for the duration of at least 1 semester (for the actual period of release) in the academic year 2024/2025,

- e) he/she is in serious breach of the EUBA SD House Rules in accordance with Article 1(3)(a),
  - f) disciplinary action was taken against him/her in the academic year 2023/2024,
  - g) he/she failed to pay the accommodation fee within the respective deadline as defined by the Accommodation Schedule for the academic year 2024/2025.
- 2) The student who loses entitlement to accommodation in the EUBA SD during the academic year is obliged to vacate the assigned accommodation place in the EUBA SD within three business days.

**Article 8**  
**Temporary and Final Provisions**

- 1) The principles for allocating accommodation in the EUBA SD were discussed by the EUBA Accommodation Board on 1 March 2024.

Bratislava, on 4 March 2024

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