	<b>COMENIUS UNIVERSITY IN BRATISLAVA</b> <b>JESSENIUS MEDICAL FACULTY IN MARTIN</b>	Int. doc. No.: 33/2024 Print No.: 1
	Dormitory Regulation of the University Dormitory and Canteen of the Jessenius Medical Faculty in Martin, Comenius University in Bratislava	Retention period: 10 y


## INTERNAL REGULATION NO. 33/2024

Dormitory Regulation of the University Dormitory and Canteen of the  
 Jessenius Medical Faculty in Martin, Comenius University in Bratislava

<b>Elaborated by:</b> Ing. Paula Plešková	<b>Date:</b> 19.08.2024	<b>Signature:</b>
<b>Negotiated by:</b> Management of JMF CU	<b>Date:</b> 16.09.2024	<b>Signature:</b>
<b>Approved by:</b> prof. MUDr. Andrea Čalkovská, DrSc. dean JMF CU	<b>Date:</b> 16.09.2024	<b>Signature:</b>
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In accordance with Article 4(3)(i) of the Internal Regulation of the Jessenius Medical Faculty of Comenius University in Martin 23/2017 Organizational Regulations of the University Dormitory and Canteen of the Jessenius Medical Faculty of Comenius University in Martin (hereinafter referred to as "UD", "UDandC" and "JMF CU"), after discussion in the Student Self-Government at the UDandC of JMF CU (hereinafter also referred to as "Self Government") and in the Management of JLF UK, I issue the following

## **Dormitory Regulation of the University Dormitory and Canteen of the Jessenius Medical Faculty in Martin, Comenius University in Bratislava**

### **Article 1**


#### **Subject of the regulation**

The Dormitory Regulation (hereinafter referred to as "the DR"), in accordance with generally binding legal regulations, the Statute of the CU and the Statute of the JMF CU regulate the rights and obligations of the students of the CU, the employees of CU and other persons (hereinafter referred to as the "Resident") accommodated in the UDandC, to whom the CU provides temporary accommodation in the UDandC (hereinafter referred to as the "Accommodation Provider").

### **Article 2**

#### **Accommodation**

1. Accommodation shall be provided within the scope of the accommodation capacity, as a rule, for one academic year from 1<sup>st</sup> September to 30<sup>th</sup> June of the corresponding calendar year on the basis of an application. The application shall be submitted within the deadline in accordance with the applicable internal regulations of the CU. During the main holidays, students may be granted accommodation according to the price list in force.
2. The agenda related to the accommodation of students in the UD is carried out and managed by the Accommodation Office of the UD in cooperation with the Study Department of the JMF CU.
3. The UD accommodates students according to the accommodation allocation notices provided by the Information Technology Centre of the CU. The UD reserves the right to refuse accommodation to a student for the new academic year who has been in the past imposed by a valid offence measure - withdrawal from the Accommodation Contract, or who has not paid accommodation fees and contractual fines for previous periods of accommodation in the UD.

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4. Accommodation is provided in the premises of the JMF CU University dormitory at ul. L. Novomeského č. 7 in Martin and at ul. P.O. Hviezdoslava č. 35 in Martin.
5. If the candidate does not fill the allocated place in the UD by the deadline set by the UD, he/she loses his/her right to it and the Director will decide on its occupation on the basis of the valid internal regulations of the CU.
6. For the purpose of access to the accommodation part, the access card is used - depending on the type of the Resident, it is ISIC, employee card or other active card (hereinafter referred to as "access card").
7. The decision on granting accommodation to other persons is made by the Director of the UD. Accommodation may be provided in the part allocated for short-term accommodation of JMF CU guests and other members of the public, and in case of free capacity also in the part allocated for student accommodation. Prices for accommodation are specified in the valid price list.

### Article 3 Rights of Residents

1. The Resident shall have the right to a bed with accessories, i.e. bedding (quilt, pillow and bed linen). The Resident shall have the right to a regular change of bed linen at least once every 14 days.
2. The Resident shall have the right to peaceful enjoyment of the bed and room allocated to him/her, in particular for rest, study and sleep.
3. The accommodation provider is not responsible for the actions of third parties in the UD. At any time, the Resident has the right to report to the UD JMF CU porter's lodge any activity that objectively prevents him/her from peaceful use of the assigned bed and room. Exceptions to this right are activities necessary for the proper operation of the dormitory, especially operational activities, repairs, or renovations, which will be properly and continuously announced through the UD website or by written notices.
4. The Resident has the right to use the inventory that is part of the room and the right to its maintenance within the economic possibilities of UD. The inventory of the room is listed in the property inventory, which is located in each room and is not transferable. By signing the Accommodation Contract, the Resident takes over the inventory in the room. The loss of the inventory shall be penalised in accordance with the current damage price list.
5. The Resident has the right to receive visitors in his/her room in accordance with Article 13 of this DR. An exception to this right is the prohibition of visits, which may be declared by the Director of the UD and C for hygienic, epidemic, emergency or other serious reasons.
6. The Resident has the right to use the common areas, sports facilities and inventory (study rooms, kitchenettes, iron, vacuum cleaner, etc.).


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7. The Resident has the right to use the study rooms located in the UD for the purpose of studying.
8. The Resident has the right to use the kitchens located in the premises UD. Persons using the kitchenettes are directly responsible for maintaining cleanliness and for turning off the appliances thoroughly at the end of the activity. During the preparation of meals, the resident is obliged to stay near the appliances, supervise the cooking process and prevent unwanted boiling or boiling.
9. The Resident has the right to participate actively in the social life of UD.
10. The Resident has the right to make suggestions and comments on all areas of life in the UD (usually through representatives in the self-government).
11. The Resident has the right to use, subject to compliance with the manufacturer's instructions: electrical personal appliances (shaver, electric curling iron, hair straightener, hair dryer), microwave oven (no grill!) 1 pc on the room in UD on street L. Novomeského and 1 pcs in the room on street P. O. Hviezdoslava No. 35, electric kettle 1 pc in the room up to 1000 W, computer, laptop, printer, TV, radio, CD player.
12. The Resident has the right to maintenance and repairs of reported defects in the accommodation area within the technical, economic and operational possibilities UD. Exceptions to this rule are faults that require more extensive and time-consuming repairs. The faults must be reported immediately by means of an entry in the fault book at the relevant concierge desk.


#### **Article 4**

#### **Obligation of residents**

1. The Resident is obliged to comply with the laws of the Slovak Republic, other generally binding regulations, the Accommodation Contract, this DR, the internal regulations of CU, JMF CU and UD. The Resident is obliged to follow the instructions of the UD employees.
2. The Resident is obliged to know themselves with the entrance information of the guests about fire protection and health and safety and to follow these instructions throughout the accommodation. These regulations are published on the UDandC website.
3. The Resident is obliged to know himself with the contents of the evacuation plan and alarm directives of the UD, which are placed in the UD buildings on each floor in conspicuous places .
4. The Resident is obliged to immediately report any damage to the fire-fighting equipment to the appropriate UD.


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5. The resident is obliged to present the following upon check-in:
  - ID card (valid passport for foreigners, in case of visa requirement with valid visa or residence permit), if necessary also ISIC card, newly accommodated student photo 3x3cm 1 piece not older than two years (this is not refundable),
  - signed accommodation contract/declaration .
6. The resident is obliged to use only the turnstile for the purpose of entry to/from the VI, or the entry card reader (hereinafter referred to as the "reader"), if the building is not equipped with a turnstile, and is obliged to use his/her entry card. The resident is obliged to present his/her access card for verification of the cardholder's identity at the request of the attendant.
7. The resident is obliged to check the local inventory of the property, including the condition of the room, upon check-in. The condition of the room is checked by the UD staff before the arrival of the resident, any difference between the inventory and the actual condition must be reported to the UD Property and Management Department within 24 hours. If the resident fails to do so, the accommodation shall be deemed fit for proper occupation.
8. The Resident is obliged to pay the price for accommodation and other fees within the specified time to the bank account and in the manner specified in the Accommodation Contract. Failure to comply with this condition for accommodation at the beginning of the academic year shall result in the inability to be accommodated despite the allocated accommodation.
9. The resident is obliged to stay only in the assigned room, move to another room with the consent of the Accommodation Department UD.
10. The resident is obliged to behave towards UD employees, residents and other persons in the UD building in such a way that their good name, civil and human dignity and reputation of CU is not damaged.
11. The resident is obliged to observe the principles of social coexistence and not to offend others by their behaviour.
12. The resident is obliged to observe the night peace in accordance with the current regulations of the City of Martin. All residents of UD have the legal right to undisturbed rest, it is forbidden to make any noise during the night. The night quiet also applies to the entrance hall on the ground floor and the entire outdoor area of the UD.
13. The resident is obliged to maintain hygiene, cleanliness and order in the assigned room, resp. accommodation cell and in the accessories, in UD is applied the system of self-cleaning, i.e. the residents themselves keep the room or cell assigned to them for the

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academic year clean for the duration of the accommodation. Under the self-cleaning system, the resident is obliged to:

- daily: take out the rubbish, keep the clean room, the cell and the balcony, clean the common sanitary facilities ( sinks, showers and toilets)
  - once a week: clean the whole room thoroughly, sweep, dust the room, wash the floor in the room, wash the floor in the toilet, bathroom and hallway,
  - monthly: clean the fridge and the area under the fridge,
  - once every 3 months: defrost the freezer.
14. The resident is obliged to maintain cleanliness and order in the common areas, facilities as well as in the whole area of UD.
  15. The resident is obliged to make the assigned room available to UD employees at any time for the purpose of maintenance, repairs, inventory control, technical inspections, compliance with hygiene regulations and proper use of the accommodation space within the meaning of the accommodation contract and DR, as well as in other emergency situations (e.g. disinsection, painting, etc.). Access to the residents' rooms shall be carried out by authorised staff of UD.
  16. The resident is obliged to report the detected defects and damages to the Department of Property and Management UD, the defects are immediately written in the fault book at the relevant concierge.
  17. The resident is obliged to save electricity, water, etc. and to observe the principles of economy and efficiency in the use of personal means.
  18. The resident is obliged when leaving the room (as well as during his/her presence in the room at the time when he/she is deprived of the immediate supervision over his/her belongings - for example, during sleeping, while staying in the sanitary facilities), to lock and secure the room against intrusion of an external person or theft, not to borrow the keys and not to leave them in freely accessible places, to close the windows and the balcony doors, to turn off the water, to switch off all electrical appliances and lights.
  19. The resident is obliged to immediately report the loss or theft of the UD entry card to the UD Accommodation Office in order to prevent its misuse in the accommodation area, catering establishments or other places where this card serves as a personal identifier. Immediately upon issuance of the temporary UD access card, the resident shall be obliged to obtain his/her own new entry card and subsequently return the temporary UD access card loaned to the UD to the Accommodation Office.

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20. The resident is obliged to protect the keys to the accommodation space from theft and immediately report their loss to the Accommodation Office UD. In the event of loss or theft of room keys, the guest shall pay a penalty, regardless of fault, in the amount set out in the schedule of damages published on the UDandC website.
21. The resident is obliged to pay for the damage caused intentionally or negligently in full according to the current price list of damages published on the UDandC website, or according to the actual costs and within the time limit set by UD.
22. The resident is obliged to ensure that valuables and money are carefully stored, while valuables of greater value or larger sums of money may be saved in the dormitory safe.
23. The resident is obliged, if necessary under the existing circumstances, to submit to health and hygiene measures.
24. The resident is obliged to become known and to observe the generally binding legal regulations and internal regulations of the University and the accommodation provider governing health, safety, hygiene and epidemic measures, especially those related to the occurrence and spread of infectious diseases, as well as their subsequent changes.
25. The resident is obliged to protect the bed (upholstery) or mattress, pillow and pillow from soiling by the bed linen. In case of not using the pillow and pillow, the guest is obliged to protect them from soiling by placing them in a plastic bag. In the event of excessive soiling of the bed or mattress upholstery, mattress pad or pillow, the guest is obliged to pay the price of a new one upon departure from the accommodation.
26. The resident is obliged in case of the presence of parasitic insects in the room (bed bugs, fleas, etc.) to immediately report this fact to the employee at the Accommodation Office UD, who will ensure the necessary measures necessary to eradicate these parasitic insects. The resident is obliged to prepare the room according to the instructions of the responsible UD staff before the reported disinsection and extermination.
27. Before termination of accommodation and eviction, the resident is obliged to:
  - a) hand over the cleaned room, loggia, entrance hall and the corresponding sanitary facilities, cleaned and defrosted fridge with freezer, or with evaporator, rented inventory,
  - b) return the bed linen and the keys to the accommodation,
  - c) pay any arrears, contractual penalties and the costs of any damage caused by him,
  - d) deregister with the Accommodation Office UD (hand in the completed 'ODCHODKA'),
  - e) comply with the other instructions relating to the termination of accommodation published on the UDandC website.



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In exceptional cases, the student may also be accommodated by another resident on the basis of a power of attorney, while this person is fully responsible for the proper handover and cleaning of the accommodation space and payment of any debts of the person he/she is accommodating.

At the end of the accommodation, the person accommodated is responsible for removing all belongings and personal property from the accommodation area before handing it over to the accommodation provider. In the event that he/she fails to remove the property in accordance with the terms of the contract, he/she shall be liable to pay the accommodation provider a contractual penalty in the amount specified in the accommodation contract. If he fails to vacate the accommodation after a call (the call may be in the form of a personal verbal agreement with an employee of the Accommodation Department UD, or by telephone or e-mail), he will be evicted from the accommodation premises. At the same time, the resident is obliged to pay the administrative fee for eviction to the Accommodation Department of the UD according to the price list of fees published on the UD's website. All items subject to eviction will be stored for a period of 6 months from the date of eviction for a monthly fee as per the fee schedule published on the UD website. During this period, the evicted resident will be notified twice in writing by certified mail to the resident's home address or by email to pick up his/her belongings and to properly settle his/her accounts receivable. At the end of this period, UD reserves the right to dispose of all stored belongings.


28. The resident is obliged to comply with the conditions for receiving visitors in accordance with Article 13 of this DR.
29. Access to the UD computer network is granted to each resident, while the resident may use the UD computer network only for the duration of his/her stay in the UD.
30. Breaking the internal regulations of the CU governing the use of information and communication technologies may result in temporary or total cancellation of the connection provided to the resident in UD.

### **Article 5** **Restriction**

1. The resident cannot jump over, undergo, or in any other unauthorized way bypass the control devices of the personal turnstile or the reader. This measure applies in full to visitors and other non-residents.


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2. The resident must not allow visitors to enter the UD outside of the designated entrances. The Resident shall not allow a non-resident visitor to stay in the VI outside visiting hours, unless the visitor is duly registered in the visitors' book or unless the visitor has a valid residence permit. The guest assumes responsibility for the visitor during the entire period of stay in the UD.
3. The resident is not allowed to lend the access card to another person for the purpose of entering/leaving the UD or for any other reason, as the card is non-transferable.
4. The resident shall not intentionally or negligently destroy, damage or pollute property in the management of UD, or commit any other form of vandalism (e.g., defacing the common areas of UD, or the outside grounds of UD, marking the areas of the sports fields, or the walls of the buildings of UD).
5. The resident must not tamper with the property of UD, in particular he/she must not take out inventory from the dining room, inventory from the rooms, or arbitrarily rearrange or disassemble furniture within the room, take it out on the loggia, in the kitchens, damage the walls by sticking posters, etc..
6. The resident is not allowed to accumulate rubbish in the assigned room, on the loggia, in the bathroom, in the kitchenette, in the common kitchens, corridors and other areas in UD.
7. Residents must not throw any things out of windows and loggias.
8. The resident is not allowed to use thermal appliances in the rooms, in particular private cookers, electric coils, electric scooter heaters, as well as other electrical appliances not mentioned herein, with the exception of the appliances mentioned in Article 3, paragraph 11. The guest may not use non-working and damaged appliances.
9. The resident must not carry out any activity that in any way disturbs other residents, especially in the evening and at night. An activity shall qualify as a disturbance if at least one of the residents lodges a complaint against the activity.
10. The resident is not allowed to organize and participate in mass events in the accommodation area, especially celebrations, etc., which disturb the other residents.
11. The resident must not tamper with the roommate's belongings without his/her knowledge.
12. According to Law No.377/2004 Coll. on the Protection of Non-Smokers and on Amendments and Supplements to Certain Acts, as amended, the Order of the Rector of CU No.3/2017 on the prohibition of smoking in the premises of CU and the internal

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regulation of JMF CU No.20/2015 Guideline for the Protection of Non-Smokers, as amended, the guest may not smoke in any areas of UD.

13. The resident shall not possess, keep, manufacture, sell, broker the sale or ingest addictive, narcotic and psychotropic substances or poisons and precursors in the entire area of the UD.
14. The Resident may not conduct any unannounced business or other commercial activity on the UD premises, nor use the assigned room as a residence or warehouse for such activity.
15. The resident shall not possess or keep any firearms or other life-threatening objects on the premises of the UD.
16. The resident is not allowed to keep or breed any animals in the accommodation area. Exceptions to this provision are cases related to the resident's medical condition and authorised by the Director.
17. The resident shall not be allowed to interfere arbitrarily with installations of any kind.
18. Residents cannot store furniture, clothes dryers, shoes and other personal belongings in the area of the escape routes, i.e. in the corridor, staircase and vestibule.
19. The resident cannot damage, remove or disable safety and protective equipment (e.g. fire extinguishers, fire hydrants, fire detectors, elevator equipment, etc.).
20. The resident cannot carry out work that may result in fire and for which a professional qualification is required according to special regulations.
21. The resident cannot accumulate excessive amounts of paper and other combustible materials in the accommodation area unless they are necessary for the resident's studies and basic needs.
22. The resident is not allowed to handle open flames and perform activities related to the use of open flames (matches, candles, barbecues, etc.) in the entire property UD.
23. The resident and his/her visitor must not overload the passenger transport equipment - lifts.
24. Residents cannot place bicycles in areas that are not designated for this purpose. Areas designated for bicycles are: a secure and protected bicycle shelter and unsecured bicycle stands.
25. The resident cannot handle fireworks throughout the property. In the vicinity of the building it is possible only in accordance with the City of Martin's current regulations.

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26. The resident cannot publicly defame any nation, nationality, their language, race, ethnic or religious group or sexual orientation.
27. The resident is not allowed to establish, support or promote sects, extremist groups and movements in UD.
28. The resident is not allowed on the roofs of the buildings.
29. The resident cannot use other than the official entrance (balconies, windows, escape exits, etc.) to enter the accommodation part UD.
30. The Resident shall not allow another person to use the bed and room, whether or not in return for payment, which has been allocated to him or her, or to give his or her allocated place to another person in violation of the contract or this DR.
31. The Resident cannot present a fake document to UD staff, provide his/her document to a third person for accommodation purposes, or present an altered document required for accommodation (e.g. Accommodation Contract, Certificate of Attendance, or any other document).
32. The resident cannot inappropriately consume or store alcoholic beverages on the premises of UD.
33. The Resident cannot prevent his/her roommates in the accommodation cell/room from exercising their rights associated with the accommodation in a proper and undisturbed manner under the conditions set out in this DR and in the Accommodation Contract.

### Article 6 Rights of dormitory

1. The accommodation provider has the right to enter the premises reserved for accommodation at any time, even without the knowledge of the accommodated person, in cases of threat to life or health, if there is a threat of damage to property, if it is to avert a serious threat to public order, if there is a reasonable suspicion that the premises reserved for accommodation are occupied by persons who are not accommodated persons or due to other violations of the provisions of the DR, during the elimination of technical failures and accidents or during the inventory of the property.
2. The Accommodation Provider has the right to evict the accommodated person or to store his/her belongings in the space designated for this purpose at the expense of the accommodated person if the accommodated person does not hand over the accommodation space (keys, bed, room and spaces used during the accommodation, e.g. kitchenette, sanitary facilities) on the day of termination of the accommodation.

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3. The accommodation provider has the right to check compliance with hygiene and fire safety regulations and the proper use of the accommodation space even without the presence of the guests. The detected deficiencies and violations of the obligations of the accommodated persons will be notified to the accommodated persons after the inspection. The inspecting UD employee has the right to make photo documentation of the detected deficiencies. In the event of serious deficiencies being detected, the residents will be subject to offence measures as defined in this DR.
4. A UD staff member is authorized to withhold a resident's access card if the UD staff member finds or has reason to suspect that the resident is in violation of this DR.
5. The Director of the UD is authorized to declare a ban on visits for hygienic, epidemic, emergency or other serious reasons.

The UD Director has the right to provide a bed in a room other than the one assigned to the resident, or to move the resident to another room for health, safety, hygiene, epidemic, reconstruction, operational or other serious reasons, or for the purpose of more efficient use of the accommodation capacity.

### Article 7 Obligation of dormitory

1. The accommodation provider is obliged to hand over to the accommodated the premises reserved for accommodation in a condition suitable for proper use.
2. The accommodation provider is obliged to ensure the proper and undisturbed exercise of the rights associated with the accommodation under the conditions set out in the DR and the Accommodation Contract.
3. The accommodation provider is obliged to inform the accommodated in advance about works on the UD facilities and in the surroundings, which will restrict the proper use of the UD premises or the undisturbed exercise of the rights associated with the accommodation under the terms and conditions set out in this DR and in the Accommodation Contract.
4. The accommodation provider is obliged, if the guest loses or has the keys to the accommodation space stolen, to provide him/her with a replacement of the key insert in the respective room upon payment of a fee in accordance with the valid price list published on the UDandC website.

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### Article 8


#### Method of payment and maturity of the accommodation price and security deposit

1. The Resident agrees to pay the price for accommodation and the deposit and tax for accommodation in accordance with the terms set out in the Accommodation Contract. The accommodation price is set per bed per calendar month of accommodation, regardless of the actual number of days of accommodation in a given calendar month
2. The method of payment is defined in the Accommodation Contract.
3. The resident is obliged (at the landlord's request) to immediately show proof of payment of the accommodation price.


### Article 9

#### Offences and actions

1. Broken contractual obligation (hereinafter referred to as "offence") is classified as a culpable violation of generally binding legal regulations, internal regulations of the CU, JMF CU and UD, the Accommodation Contract or this DR. A breach committed by a visitor of a person accommodated is always also the responsibility of the person accommodated (visited).
2. Offences by residents as set out in this DR may result in the imposition of an offence measure. The degree of seriousness of each type of offence and the consequent imposition of an offence measure shall be determined individually, according to the seriousness, danger, extent and consequences of the breach of obligations in accordance with Article 10 of this DR.
3. The Director of UD or his/her authorized employee shall impose the offence measures after discussion in the offence committee. The imposition of an offence measure shall not take into account the sequence of offence measures under paragraph 6(a)-(d) of this DR Article. Any of the measures referred to in paragraph 6 of this Article of the DR may be imposed on the resident, taking into account the intensity of the offence.
4. When the offence measures referred to in paragraph 6(a)(b)(c) of this Article are imposed, the resident shall have the opportunity to request a review of the offence measure imposed.
5. When an offence measure referred to in paragraph 6(d) of this Article is imposed, no application may be made for a review of the offence measure imposed.

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6. The offence measures are:
- a) Contractual penalty (with deadline for payment) in accordance with the Accommodation Contract and Article 10 of this IP.
  - b) Final warning prior to cancellation of accommodation by the end of the current academic year.
  - c) Temporary cancellation of accommodation until the end of the current academic year.
  - d) Cancellation of the Accommodation Contract with loss of eligibility to apply for accommodation in all CU accommodation for the duration of the student's studies at CU.
7. The offence committee is empowered to hear offences in the offence procedure. The committee shall consist of three UD staff members and at least three members of the student government. The committee shall obtain evidence of the specific infraction. For this purpose, it shall be entitled to call witnesses and to require them to give evidence relating to the offence. The resident against whom the offence is being investigated shall be given the floor in the offence proceedings. The notice to appear shall be served in writing by letter (normally via the UD concierge) or electronically. If the resident against whom the offence is being pursued fails to attend without written excuse, the Board may proceed without his presence. The excuse must be received by the offence committee at least 24 hours before the date set for the offence hearing.
8. The provisions of this DR are without prejudice to the right of the JMF CU to impose measures in the framework of its disciplinary proceedings.
9. Offences not precisely defined in this DR will be dealt with individually.
10. The offence measure must be imposed in writing and served on the resident in the manner specified in Article 14(7) of the DR.
11. A person who has been given an offence measure under paragraph 6(a)(b)(c) of this DR has the right to request in writing a review of the offence measure imposed within 8 calendar days from the date of its receipt. The request for review of the imposed offence measure shall be submitted to the Dean of the Faculty, and the request for review of the imposed offence measure shall not have suspensive effect.
12. The Dean of the Faculty, as an appeal body, will review the request for review of the imposed offence measure and if he/she finds that it is in violation of the law, internal regulations of the CU, JMF CU, accommodation contract or DR, he/she will change or cancel the decision, otherwise he/she will reject the request and confirm the imposition of the offence measure. The Dean of the Faculty may, in justified cases, modify or mitigate the offence measure imposed (in particular the amount of the contractual fine imposed).


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The Dean of the Faculty shall decide on the request for review of the infringement measure imposed within 30 days of receipt of the request for review of the decision.


### Article 10 Types of offences and contractual penalties

1. In the event of a default by the Resident under this DR and the Accommodation Contract, the Resident shall be obliged to pay contractual penalties for each individual breach of the obligations under this DR and the Accommodation Contract (i.e. the contractual penalties shall be cumulative), in the amounts set out in this Article of the DR and the Accommodation Contract. Application of the Host's claim for payment of contractual penalties shall be without prejudice to the Host's right to compensation for damage caused by the Guest to UD's property according to the current price list of damages published on UD's website. In case of a gross violation of the DR by the accommodation provider, the accommodation provider is entitled to withdraw from the accommodation contract.
2. **Less serious DR violations, contractual penalty 50,00 €:**
  - a) Overloading of the lift by exceeding its permissible operating capacity.
  - b) Disregard of the rules on the use of study rooms
  - c) Disregard of the rules for the use of the intramural computer network.
  - d) Breaking the night peace between 22:00 and 06:00 or disturbing other residents by excessive noise between 06:00 and 22:00.
  - e) Arbitrary tampering with UD property (removing dishes from the dining room, inventory from rooms, rearranging or disassembling furniture within a room, taking furniture or mattresses out onto balconies, etc.).
  - f) Arbitrary interference with the electrical installation UD.
  - g) Throwing any things out of windows and balconies (including rubbish and spilling liquids).
  - h) Failure to maintain hygiene, order and cleanliness in the room or accommodation cell, in the common facilities and areas of the UD, as well as in the entire premises of the UD.
  - i) Soiling of property under the management of UD (e.g. soiling of UD common areas, UD outdoor area, writing on UD building walls, etc.).



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- j) Failure to cooperate with UD employees in the performance of their duties.
- k) Failure to observe the principles of good behaviour: the resident damages the reputation, human dignity and civil honour of other residents, visitors or staff.
- l) Breaking the prohibition of access to the roof UD.
- m) Use of a pass for temporary access to Building VI after its expiry.
- n) Blocking escape routes by depositing furniture or other personal property in a corridor, stairwell or vestibule UD.
- o) Keeping or breeding domestic or exotic animals in UD.
- p) Failure to immediately report any deficiencies, defects and damage found in the accommodation space, or deficiencies relating to hygiene, the occurrence of bedbugs or inconsistency of the inventory with the inventory list.
- q) Failure to immediately report the loss of the keys to the accommodation space or the access card to the Accommodation Department UD.
- r) Refusal to present one's valid access card to a UD staff member upon entering the UD or the entire UD facility.
- s) Refusal to surrender an access card to a UD concierge or UD staff member if the concierge or staff member finds or has reasonable cause to suspect that the resident is in violation of this IP.
- t) Using a mattress, mattress pad, or pillow without the bed linens on, or failing to place the mattress, mattress pad, or pillow in a protective bag when not using the mattress, mattress pad, or pillow.
- u) Unauthorised handling of another resident's belongings.
- v) Improper consumption of alcohol .
- w) Use of an electric cooker outside the designated area in the kitchen .
- x) Cooking in the kitchen unsupervised with subsequent boiling/boiling of food
- y) Accommodating visitors without the consent of roommates in the room.
- z) Leaving a visitor in the UD outside visiting hours (after 10:00 p.m.) without registering them for short-term accommodation.
- aa) Failure to accommodate other residents: preventing roommates in a housing cell/room from properly and unimpeded exercise of their housing rights under the terms and conditions set forth in this DR and the Accommodation Contract.

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(bb) Refusal of a roommate for no apparent reason.

(cc) Unauthorised use of unallocated accommodation.


3. **Serious breaks of DR, contractual penalty 100,00 €:**

- a) Allowing entry to the UD by non-residents or attempting to illegally enter the UD by a non-resident through the entrance area of the gatehouse or through other areas.
- b) Moving arbitrarily from an assigned room to another room (even within the same housing cell) without permission of the UD Accommodation Department.
- c) Smoking on UD premises (including electronic cigarettes) or allowing a person to smoke while visiting.
- d) Intentionally obstructing a UD employee for the purpose of control, preventing his/her entry into a room, or otherwise interfering with the UD employee's performance of his/her job.
- e) Allowing persons to stay in the UD who do not meet the conditions of accommodation in accordance with Article 13 of this DR.
- f) Use of other than official access to the accommodation area (windows, emergency exits, etc.)
- g) Manipulation with open flames in the UD premises (candles, matches, grill, etc.).
- h) Public defamation of any nation, nationality, their language, any race, ethnic group, religious group or sexual orientation.
- i) Establishment, support and promotion of sects, extremist groups and movements.
- j) Lending an access card or key to another person for the purpose of entering UD premises or identifying oneself to a UD staff member.
- k) Violation of duties related to anti-epidemic measures.
- l) Failure to surrender the accommodation space at the end of the accommodation in accordance with this DR and the Accommodation contract no later than the day the accommodation is terminated.
- m) Occurrence of an unauthorised electrical appliance
- n) Repeated breach of an obligation listed among the minor breaches of the DR.

4. **Gross DR violations, contractual penalty 150,00 €:**

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- a) Keeping, possession, manufacture, production, sale, brokering of sale or ingestion of narcotic drugs, psychotropic substances or poisons and precursors on the premises of UD.
  - b) Operating an unannounced business or other commercial activity in UD or using an assigned room as a residence or storage area for such activity.
  - c) Possessing, manufacturing, selling, arranging for the sale, or possessing any firearm or cold weapon and other life-threatening items on UD premises.
  - d) Allowing another person to use the accommodation space allocated to him/her, whether for a fee or free of charge, or providing the accommodation space allocated to him/her to another person in violation of this DR.
  - e) Intentionally destroying or damaging property in the custody of the UD or destroying or damaging property in the custody of the UD while under the influence of alcohol, narcotics or other psychotropic substances
  - f) Violent behavior, physical threats, verbal or physical coercion against other residents, visitors or UD staff.
  - g) Throwing objects from the windows and balconies of UD that could endanger the life or health of other residents, visitors and employees of UD.
  - h) Presenting a falsified document, providing your document to a third party for accommodation purposes or presenting an altered document required for accommodation (e.g. Accommodation Contract, attendance confirmation or any other document).
  - i) Falsifying (e.g., altering, copying) an access card for the purpose of permitting entry into the UD to persons not authorized by UD management or presenting a falsified access card to a UD employee.
  - j) Failure to respect the right of the UD Director to move the resident to another room.
  - k) Repeated violation of a duty listed among the serious DR violations.
  - l) Cumulative violation of more than two obligations listed under the "Lesser Violations" and "Serious Violations" categories of this DR.
5. If the resident fails to pay the deposit, the accommodation price or the accommodation tax within the specified time limit, he/she is obliged to pay a contractual penalty in the amount specified in the Accommodation Contract for each calendar month of delay, however, at the latest upon departure from the accommodation in the respective academic year. Failure to do so will result in the loss of the right to accommodation in all


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CU accommodation facilities for the entire duration of the student's studies at CU or at another public or private university.

6. If the guest does not surrender the room at the end of the accommodation in accordance with the Accommodation Contract and this DR no later than 11:00 a.m. on the day of the end of the accommodation (unless otherwise agreed), he/she is obliged to pay the accommodation provider a contractual penalty in accordance with the DR in the amount of € 100.00 and twice the daily price for accommodation valid at the time of the delay, calculated according to the actual number of days of the delay.
7. In the event of loss or theft of the access card or room keys, the guest shall pay a fine, regardless of fault, in the amount set by the valid price list published on the UDandC website.
8. In the event that the resident fails to properly check out by the end of the contractual relationship or fails to pay his/her financial debts and contractual obligations to UD by the end of the contractual relationship (any arrears for accommodation, accommodation tax, damages, contractual penalty, etc.), he/she will not be accommodated in any accommodation facility of the CU, despite the fact that he/she has been allocated accommodation for the following academic year. Unpaid contractual obligations and damages will be dealt with in the offence procedure in accordance with the provisions of the DR, possibly through the police or through the courts.

### **Article 11 Expiry of accommodation**

1. Accommodation ends: at the expiry of the period for which the Accommodation Contract was concluded, or by the end of the calendar month in which the accommodated person finishes or interrupts his/her studies at the CU or another higher education institution, if this fact occurs earlier.
2. If a resident quits or interrupts his/her studies at CU or another higher education institution, the resident is obliged to inform the Accommodation Department UD of the fact referred to in the preceding sentence no later than 3 days from the date of the change.
3. The accommodation provider is entitled to withdraw from the Accommodation Contract before the expiry of the agreed period of accommodation in the event that the accommodated grossly violates good manners or otherwise grossly violates his/her obligations under the Accommodation Contract or this DR.
4. In the event that the Director of UD withdraws from the Accommodation Contract in accordance with Article 9(6)(d), the accommodation student loses the right to accommodation in UD and in all accommodation facilities of the University for the entire


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duration of his/her studies at the University or at another public or private higher education institution.


5. The accommodated person is obliged to hand over the accommodation space, the keys to the accommodation space and the basic equipment of the room to the accommodation provider no later than on the day of the accommodation termination (withdrawal from the contract), to pay his/her financial claims and contractual penalties to UD (any arrears for accommodation, accommodation tax, damages, contractual penalty, etc.). Failure to do so will result in the Accommodationer not being properly checked out of the Accommodation and the Accommodationer will be entitled to the currently applicable accommodation price and contractual penalty as per the Accommodation Contract and this DR.

### **Article 12 Student Self-Government**

1. The self-government is an initiative and advisory body to the Director VI. The self-government represents all students residing in UD.
2. Organisation of self-government:
  - a) The self-government has 8 members, including: 6 representatives of each year of the study programme of general medicine, 1 representative for the study programme of dentistry and 1 representative for non-medical study programmes, who are elected by the accommodated students in each year and programme. The governing bodies of the self-administration are the chairperson and the vice-chairperson, who are elected in direct elections by secret ballot by the members of the self-administration, a supermajority of all votes being required for election.
  - b) The chairman and, in his absence, the vice-chairman shall ensure the preparation of the meetings of the self-government and shall ensure the implementation and fulfilment of the tasks assigned to the individual members at the meetings.
  - c) Meetings of the self-administration shall be convened by the chairman or vice-chairman of the self-administration; they shall normally be attended by the director of the UD or, in his absence, by the deputy director of the UD.
  - d) At the request of the director of the UD, the chairman or vice-chairman of the municipality shall convene an extraordinary meeting of the municipality at the earliest possible date.

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- e) A quorum for a meeting of the local government shall be a majority of its members present; a valid resolution of the local government shall require the consent of a majority of all votes cast.
- f) Local government meetings shall be open to the public.
3. Local government elections and the mandate of a local government member:
- Members of the local government are elected by direct and equal suffrage by secret ballot. The right to vote and the right to be elected belongs to every student accommodated at UD.
- a) Elections to the local government shall be announced and the date set by the Director of the UD no later than the end of October of the academic year in question, or within 14 days if the election is a by-election during the year.
- b) The elections shall be organised by an election committee composed of two members of the self-government body. Neither shall be eligible for election in the relevant period.
- c) The mandate shall be for the entire period of study.
- d) The mandate expires:
- the withdrawal of the accommodated students of the year or programme they represent (by submitting the signatures of a supermajority of the accommodated students of the year or programme they represent to the President of the Local Government or the Director of the UD), odstúpením z funkcie,
  - expiry of accommodation contract,
  - dissolution of the self-government (on the proposal of one third of the members of the student part of the AS, the AS is entitled to dissolve the self-government)
- e) In the event that a member of the municipality ceases to be a member, a by-election shall be held in the relevant year.
4. Competence of self-government:
- a) comment on proposals for adjusting the prices of accommodation for students and staff in UD,
- b) deal with comments and suggestions from boarders and submit them to the UD Director,
- c) participate in the monitoring of compliance with the provisions of the DR,


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- d) participate in the imposition of sanctions for violations of the DR by residents in the context of the offence procedure,
  - e) cooperate with the Accommodation Department in the implementation of student accommodation at the beginning of the academic year,
  - f) discuss the draft DR prepared by the Director,
  - g) discuss the Director's proposal for modifications to the student and staff accommodation contract,
  - h) discuss the Director's proposal for the allocation of UD funds for the calendar year,
  - i) approve, on a proposal from the UD Director, the allocation of the funds allocated in the UD budget for the leisure and sporting activities of accommodated students,
  - j) establishes and dissolves cultural and sports interest groups and clubs of the UD, entrusts their organisation to individual students and approves the rules of their activities.
5. The exercise of the functions of a member of the self-government is irreplaceable.
  6. A member of the self-government is obliged to participate in all its meetings and to respect this DR, the Statutes of the CU and JFM CU as well as other generally binding legal regulations in the performance of his/her duties.

### Article 13

#### Internal rules and reception of visitors

1. UD opens at 6.00 a.m. and closes at 24.00 p.m. After that time, the UD Information Service shall open the building for ringing, except during the period for carrying out compulsory building inspections and for rest and meal breaks within the meaning of the Employment Act.
2. In accordance with the current Ordinance of the City of Martin, the night quiet in UD is set from 10.00 p.m. to 6.00 a.m.
3. Residents are entitled to receive visitors.  
An exception to this rule is the prohibition of visits, which is authorized by the Director of the UD for hygienic, epidemic, emergency or other serious reasons.  
Visitors who are obviously under the influence of alcohol, narcotic or psychotropic substances, or who behave aggressively and do not observe the principles of good behaviour will not be allowed to enter the premises of the UD.
4. Receiving visitors during the day

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- a) The guest is obliged to check in/register at the UD concierge only between 08:00 and 22:00.
- b) The guest is obliged to check out at the UD concierge desk no later than 10.00 p. m..
- c) The resident may receive visitors in the rooms adjacent to the porter's lodge on the ground floor of UD or in his/her room (only with the consent of all roommates present in the accommodation room/cell).
- d) Upon arrival at Building UD, the visitor is required to announce his/her arrival to the Information Services staff member, presenting his/her valid ID card or access card for identification and registration. In addition, the visitor shall leave his/her photo identification, with the exception of his/her ID card and insurance card, at the concierge desk for the duration of the visit. The receptionist who receives the visitor shall collect the visitor in person at the reception desk, where he/she shall hand over his/her access card, which shall be stored with the visitor's document. The resident is responsible for the visitor's compliance with the DR throughout the visit.
- e) At the end of the visit, the visitor is obliged to check out at the UD concierge desk accompanied by the resident who received the visit. No stranger shall be allowed on the UD premises after 10:00 p.m., except as provided in paragraph 5 of this Article.

5. Short-term accommodation of visitors in student rooms - persons not residing in UD

Students accommodated in UD may, under the conditions set by the Director of UD, provide short-term accommodation for a maximum of 5 nights on a free bed in their rooms to visitors (with the exception of students who have been imposed an offence measure - withdrawal from the contract of accommodation in the accommodation department of the University). The following conditions must be met for accommodation:

- a) the accommodation of the visitor is subject to the consent of all roommates present in the accommodation room/cell of the guest receiving the visitor and that the accommodation of the other guests is not disturbed,
- b) the resident is responsible for the Visitor's compliance with all provisions of this DR throughout the duration of the visit. For any violation of this DR by the visitor (e.g. based on a complaint by other residents), the resident may be subject to an infraction.
- c) Visitors who are obviously under the influence of alcohol, narcotic or psychotropic substances or behave aggressively and do not observe the principles of good behaviour are not entitled to short-term accommodation in UD.




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- d) the resident is obliged to personally pick up the visitor at the concierge desk and may not leave the visitor on the premises of the UD without his/her presence,
  - e) the visitor may be accommodated between 14:00 and 22:00; termination of accommodation is by 10:00 (unless otherwise agreed),
  - f) the visitor is obliged to present an identity document (ID card / passport) to the Information Service employee upon arrival for identification and registration; the document will be returned to the owner after the data has been written off,
  - g) when overnighting a visitor, it is necessary to pay at the UD concierge the set fee per night and person in advance for the entire stay,,
  - h) at the end of the visit, the visitor is obliged to check out at the concierge's desk accompanied by the guest.
6. Receiving visitors - persons staying in UD in another room
- a) It is not necessary to register a visit at the concierge desk.
  - b) Receipt of visitors is subject to the consent of all roommates present in the unit of the resident receiving the visit and to the accommodation of other residents not being disturbed.
  - c) Without the consent of roommates, a student may receive a visit only if the roommates are not present in the room at the time of the visit.

#### Article 14 Transitional and final provisions

1. UDandC is a special-purpose facility of JFM CU. Law enforcement authorities have the right to enter the buildings and premises of the UD under the conditions laid down in the Higher Education Act and the Statute of the CU. The entry of law enforcement authorities is authorised by the Rector of the CU.
2. The Rector of CU and the Dean are authorised to take extraordinary hygienic measures, including the closure of UD or part of it, in order to prevent the occurrence and spread of communicable diseases at CU.
3. In the UD, political parties and political movements shall not be allowed to form their organisations, develop or promote their activities.
4. Mass events may be held on the premises of the UD only with the consent of the Director of the UD or his/her designee.

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5. This DR shall apply mutatis mutandis to other persons accommodated in UD and shall be binding on all employees who are in employment or other similar relationships with UD and CU, as well as foreign persons present on the premises and grounds of UD.
6. In matters not regulated by this DR, the provisions of generally binding legal regulations, the Statute of the JMF CU, the Statute of CU and other valid internal regulations of the CU shall apply.
7. All notices or other communications in connection with this DR or the Accommodation Contract (" Documents") must be in writing, unless otherwise specified. Notices must be delivered to the other party by universal mail carrier or electronic mail or in person. Documents delivered in paper form shall be deemed to have been delivered on the date of receipt by the Party to whom they are addressed. In the event of non-receipt of a document by the Contracting State declines, the document shall be deemed to have been delivered on expiry of the time limit set by the postal carrier for its receipt. The document shall also be deemed to have been received if the Contracting State declines to accept it. In the case of service by electronic mail (email), electronic mail will be sent to the email address specified in the header of the Accommodation Contract or to the email address assigned to the Resident by the CU.
8. DR may be changed or modified in writing if necessary, after prior discussion in the student self-government and approval by the Management of the JMF CU in Martin.
9. Upon the entry into force of this Internal Regulation, Internal Regulation No. 34/2022 Internal Regulations of the University Dormitory and Canteen of the Faculty of Medicine, CU in Martin dated 25.08.2022 shall be repealed.
10. This internal regulation comes into force and effect on 01.10.2024.

**prof. MUDr. Andrea Čalkovská, DrSc.**  
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