



DORMITORY RULES AND REGULATIONS

VM Ľ. Štúra – Mlyny UK 2020/2021



1. Comenius University in Bratislava, *Vysokoškolské mesto Ľ. Štúra - Mlyny* (hereinafter “VM Mlyny” or the “Accommodation Provider”) is an autonomous business unit and accommodation facility of Comenius University Bratislava (hereinafter “CU”) which is made up of three building groups: *Výškové bloky* (hereinafter “VB”), *Átriové domy* (hereinafter “AD”), and *Manželské internáty* (hereinafter “MI”).
2. The dormitory rules and regulations (hereinafter the “DRR”) lay down the binding conditions of residence and binding rules of behaviour for residents and non-residents on the premises of VM Mlyny.
3. These DRR are subordinate to acts of the Slovak Republic, other acts of general application of the Slovak Republic, the statutes and internal regulations of Comenius University, the organisational rules of *Vysokoškolské mesto Ľ. Štúra Univerzity Komenského* and other legislation.

PART I

Definition of terms

1. Residents

Residents are persons who have entered into a valid Accommodation Contract with VM Mlyny and who are able to present an ISIC smart card or CU employee card that is valid for accommodation, or a VM Mlyny smart card that is valid for accommodation. Residents are also persons accommodated in VM Mlyny in the period from 01/07 of a given year to 31/08 of the same year, if the VM Mlyny accommodation department (hereinafter the “accommodation department”) has issued them a VM Mlyny smart card as proof of payment of the price of accommodation. Accommodation must be linked to an ISIC card, a CU employee card or VM Mlyny smart card in the records of the accommodation department.

Residents are entitled to enter the accommodation sections in all three buildings of VM Mlyny at any time without restriction (an exception to this rule applies in an emergency, which must be declared by the director of VM Mlyny). Entering the VM Mlyny accommodation section requires a valid ISIC card (hereinafter “ISIC”) CU employee card or a VM Mlyny smart card. Staff of the VM Mlyny security and order department and senior employees of VM Mlyny are entitled to check the validity of an ISIC, a CU employee card or a VM Mlyny smart card anywhere in the VM Mlyny grounds.

2. Non-residents

Non-residents are all persons who have not concluded a valid accommodation contract with VM Mlyny or who are unable to present, as proof of accommodation, an ISIC or VM Mlyny smart card and the corresponding personal identification (hereinafter “ID”) card or other proof of identity at the request of an authorised person (Part I(6) of the DPP).

Non-residents include the following groups:

- a) persons who enter the accommodation section to use the canteen (hereinafter “canteen users”)

Canteen users are authorised to enter only the canteens in the AD buildings and only during their working hours. Canteen users can receive a VM Mlyny smart card against a deposit or they may use an ISIC to enter the AD buildings. Canteen users must leave the AD buildings no later than 10 minutes after the closure of the canteen via the checkpoint. If a canteen user does not leave the premises by the set deadline, they will not be permitted access to the building and their access to AD buildings for use of the canteens may be restricted in future.

- b) persons who enter the accommodation section to visit a commercial tenant (hereinafter “visitors to commercial tenants”)

Visitors to commercial tenants must present their ID card or other proof of identity to register their visit to a commercial tenant in the relevant accommodation building. If a visitor to a commercial tenant does not leave the relevant building within the commercial tenant’s operating hours or if they are found in the building outside the premises of the commercial tenant, they will be denied access to building and their access to VM Mlyny buildings for a visit to a commercial tenant or a resident or for use of the canteen may be restricted in future.

- c) persons who enter the accommodation section to visit a resident (hereinafter “visitors to residents”).

Visitors to residents are entitled to enter the accommodation section at any time only with the consent of the (visited) resident. A resident must register a visitor at the reception of the building where they have accommodation as a visitor on the resident’s account and the resident will receive notification of registration by e-mail. The resident must present their ISIC or VM Mlyny accommodation smart card and their visitor must present proof of identity (e.g. ID card or passport) to the registering employee of VM Mlyny so that the visitor can be registered on the visited resident’s account. The (visited) resident must either accompany their visitor or come to meet them in person at reception. When a visitor to a resident leaves the accommodation section they must check out at reception. The resident will receive notification of their visitor’s check-out by e-mail.

- d) Overnight lodger

An overnight lodger is

- i. a non-resident who enters or remains in the VM Mlyny accommodation section of VM Mlyny between 00:00 and 07:00,
- ii. an overnight lodger under Part I(2)(a) or (b) of the DRR who is on VM Mlyny premises between 00:00 and 07:00 must pay an accommodation fee in accordance with the applicable price list,
- iii. a visitor to a resident that the resident registers as a visitor solely at the accommodation department and for whom they pay the accommodation fee at registration.

If an overnight lodger is a person under Part I(2)(c) of the DRR, the (visited) resident has an additional obligation to pay the fee for accommodation of an overnight lodger in accordance with the applicable price list. The resident must pay the fee without delay, no later than 48 hours from when the overnight lodger checks out at reception. Failure to pay the due amount on time will result in restriction of the resident's entitlement to register another visit.

The staff of the VM Mlyny security and order department are entitled to temporarily prohibit non-residents from entering the premises if they are aggressive, evidently under the influence of alcohol, narcotics or psychotropic substances, or if their behaviour or appearance is liable to cause public outrage. Only the director of VM Mlyny can issue a permanent ban on a non-resident entering the accommodation section.

Residents must accept responsibility for the behaviour and unauthorised actions of their visitors. A visit to a shared room requires the consent of the other residents accommodated in the given room. If other residents complain about the stay or behaviour of a resident's visitor, the visit may be deemed to breach the DRR and disciplinary measures may be imposed in accordance with these DRR.

3. Accommodation section

The accommodation section is made up those parts of VM Mlyny that are used for accommodation. The accommodation section is bordered by reception desks and other checkpoints equipped with security turnstiles.

4. Grounds

The grounds are real estate belonging to CU under the management of VM Mlyny including the accommodation section, all non-residential premises, roads, footpaths and green spaces. Their precise demarcation is shown on the cadastral map, which can be inspected on the website www.katasterportal.sk.

5. Senior employee

A senior employee is an employee in VM Mlyny who is responsible for management of a division, section or department in accordance with the organisational rules of VM Mlyny.

6. Accommodation card

An accommodation card for residents is an ISIC smart card, a CU employee smart card or a VM Mlyny accommodation smart card. A smart card authorising passage through the security turnstiles serves as proof that a resident has concluded a valid accommodation contract with VM Mlyny for the relevant academic year. The card is non-transferable, which means that only the authorised cardholder can execute transactions with it. If it is suspected that a person is using another person's card, an authorised person (an employee of the security and order department of VM Mlyny or any senior employee of VM Mlyny) may prevent the person from entering the accommodation section. Loaning a card for access to the accommodation section is a breach of the DRR.

7. Temporary card

A temporary card is proof that its authorised holder is entitled to enter the accommodation section. The accommodation department will issue a temporary card for a deposit of €5.00 euros during standard working hours, in the form of a VM Mlyny smart card which allows an authorised person to pass the security turnstiles. A temporary card is non-transferable, which means that only the authorised cardholder can execute transactions with it. Lending a temporary card to a person other than the person to whom it was issued is a breach of these DRR.

An authorised person may additionally require the holder of a temporary card to present proof of identity to verify that the checked person is the authorised cardholder. If the checked person refuses to present proof of identity, they will be refused access to the accommodation section.

PART II **Rights of residents**

1. Residents have the right to a bed and bed-linen. Bed-linen includes a quilt and a pillow with the possibility to hire covers. Residents have the right to have their bedding changed regularly, at least once every 14 days.
2. Residents have the right to use the inventory included in their room. The room's inventory is specified in its inventory list, which is kept in the room and is non-transferable. A resident accepts responsibility for their room's inventory when they sign the accommodation contract. Losing the inventory list is subject to the penalty specified in the damage price list.
3. Residents have the right to the peaceful use of their assigned bed and room, primarily for recreation, study and sleep. The accommodation provider accepts no liability for the actions of third parties in the VM Mlyny grounds. Residents have the right to call the Emergency Hotline (the number of the emergency service of the security and order department specified on the VM Mlyny website www.mlyny.uniba.sk) at any time to report an activity that objectively prevents them from the peaceful use of their assigned bed and room. There is an exception to this right in cases necessary for the proper functioning of VM Mlyny, in particular operational activities, repairs or renovations, for which due notice is given on a regular basis through the VM Mlyny website or written notices.
4. Residents have the right to use the study rooms at VM Mlyny. All study rooms are open to all residents at any time. An up-to-date list of study rooms is published on the VM Mlyny website. One person may borrow keys to a study room for at most 24 hours.
5. Residents have the right to use the kitchenettes installed at VM Mlyny. All kitchenettes are open to all residents at any time. The persons using kitchenettes are directly responsible for keeping them clean and for fully switching off appliances after use.
6. Residents are entitled to receive technical support without delay for the repair, maintenance and permanent elimination of reported faults. An exception to this rule applies when faults require

more extensive and more time-consuming repairs (the decision on whether a fault requires more extensive repairs is made by the head or deputy head of the VM Mlyny maintenance department).

7. Residents have the right to maintenance and cleaning of common areas of VM Mlyny other than assigned common areas in accommodation cells in the VB and MI buildings. Residents are entitled to have their assigned space kept adequately clean and tidy and in the event of any infringement of this right by other residents in a shared space, they can report it by email to: mlyny.hospodarske@uniba.sk.
8. Residents have the right to receive visitors in their room provided that they abide by the conditions laid down in the DRR. A resident can register at most five persons as visitors at one time.
9. Residents have the right to move to different accommodation:
 - a) free of charge – if their room becomes uninhabitable (the decision on whether a room is uninhabitable is made by the head of the operational-technical division of VM Mlyny or the head of the housekeeping department of VM Mlyny, or by their deputies),
 - b) subject to a fee – if they request of their own free will and without any other influence their relocation to another bed or an exchange of beds with another resident and they pay the administrative fee specified in the current price list; in an exchange the fee must be paid by both residents.

If a resident moves to different accommodation, the resident and VM Mlyny conclude a new accommodation contract for the relevant academic year and this contract fully replaces their original accommodation contract.

10. Residents are entitled to submit comments, complaints and proposals concerning dormitory life by e-mail to the following addresses:

- mlyny.udrzba@uniba.sk (technical issues),
- mlyny.hospodarske@uniba.sk (missing inventory and hygienic conditions),
- mlyny.priestupky@uniba.sk (questions of security, night-time disturbances etc.),
- mlyny.dobrenapady@uniba.sk (any other issues).

Residents also have the right to receive an answer within 30 days.

PART III

Duties of residents

1. Residents must comply with laws of the Slovak Republic, other acts of general application (particularly those relating to occupational safety and health and fire prevention), the accommodation contract, these DRR, internal regulations of CU and internal regulations of VM Mlyny. Residents must comply with instructions of the director of VM Mlyny, deputy directors of VM Mlyny, senior employees of VM Mlyny and other authorised employees of VM Mlyny.

2. Residents must comply with instructions of employees of VM Mlyny in matters relating to the use of rooms, their equipment and furnishings, and shared facilities.
3. Residents must use their own ISIC or VM Mlyny smart card at the security turnstiles to access the accommodation section. Residents must present proof of identity at the request of authorised personnel of VM Mlyny anywhere in the VM Mlyny grounds in the form of an ISIC card or a VM Mlyny smart card in combination with the corresponding ID card or other proof of identity.
4. Before a resident's visitor can enter the accommodation section of the VM Mlyny buildings, the resident must register the visit at the accommodation department or the reception; outside the office hours of the accommodation department they must register at reception.
5. Residents must conform to hygienic standards and keep their assigned spaces, as well as other areas of the VM Mlyny grounds clean and tidy. Residents must perform housekeeping duties, or agree on their performance by one resident of a shared room or accommodation cell, as follows:
 - a) put bed-linen on the pillow and quilt and use a bedsheet on the bed,
 - b) take out rubbish each day,
 - c) tidy the room each day,
 - d) clean shared sanitary facilities (wash basins, also showers and WC in accommodation cells) each day,
 - e) thoroughly clean the whole room at least once a week including sweeping and washing the floor and dusting,
 - f) defrost the fridge once every three months,
 - g) prepare the room for scheduled insect and pest control measures in accordance with the instructions of the responsible employees of VM Mlyny.
6. Residents must allow VM Mlyny employees to have access to the room and balcony at any time for the purposes of performing maintenance, repair, inventory checks or to check compliance with these DRR. Access to residents' rooms is permitted for authorised personnel of VM Mlyny, namely personnel of the maintenance department, inventory monitoring employees of the housekeeping department and staff of the security and order department.
7. Authorised employees of VM Mlyny are obliged to present information in a universally accessible location (as a rule, by means of an announcement on www.mlyny.uniba.sk and a notice in the common areas of the accommodation section) on the times of all activities that require access to residents' rooms (the obligation to give notice before entering a resident's room does not apply to inspections of hygiene, or where a non-resident is thought to be present or another breach of these DRR is suspected).
8. Before leaving their room, residents must turn off all electrical appliances and water taps, close the windows and balcony doors and lock all relevant access doors.
9. While in or around their room but not paying direct attention to their belongings (e.g. while sleeping or while using sanitary facilities), residents must take adequate measures to secure their room such as closing windows or the balcony door and locking all relevant entry doors.

10. Residents are obliged to behave in ways that do not harm the good name or infringe the civil and human dignity of other residents, visitors and employees of VM Mlyny and they must refrain from behaviour that is offensive to others.
11. Residents must report the loss or theft of their ISIC or VM Mlyny smart card without delay in order to prevent its abuse in the accommodation section, canteens or other locations where the card is used for personal identification.
12. Residents must comply with rules for use of the dormitory computer network laid down in Order of the Rector of Comenius University No 1/1999 General code of conduct for use of computer networks. The creation of unauthorised computer networks is prohibited.
13. obligations of residents when checking into accommodation:
 - Residents must comply with the instructions of the employees of the accommodation department when checking into accommodation.
 - residents must use the room that is assigned to them (unless they move to another room in accordance with Part II (9) of the DRR).
 - Every resident must check their room's inventory against its inventory list within three working days of taking over the room. Missing inventory and hygiene problems must be reported in person to the dispatching desk on working days between 07:00 and 15:00 or by e-mail to the address mlyny.udrzba@uniba.sk (for technical defects in rooms) or mlyny.hospodarske@uniba.sk (for room inventory and hygiene). If the resident does not comply with these requirements, VM Mlyny may impose a fine in accordance with the price list.
14. Obligations of residents on checking out of accommodation:
 - Residents must comply with the instructions of the employees of the accommodation department when checking out of accommodation and moving out.
 - Residents must return the room to the accommodation provider no later than 11:00 on the last day of the accommodation period unless agreed otherwise.
 - Residents must return the room, the balcony and the common areas of accommodation cells properly clean and tidy, in the same condition as that in which they received it, having regard for regular wear and tear.
 - When moving out, residents must return the room with the full inventory shown on the inventory list. If there is missing inventory or other damage, the departing resident must pay compensation in accordance with the current price list for damage. If damage does not have a set rate of compensation in the price list, the resident must pay the actual cost of repairing the damage or the actual cost of replacing the inventory.

PART IV

Restrictions

1. Residents must not jump over, crawl under or evade the turnstile by other unauthorised means. This restriction also applies to visitors and other non-residents.
2. Residents must not register or de-register the ISIC, CU employee card or VM Mlyny smart card of any other person for the purposes of entering or leaving the accommodation section.
3. Residents must not admit non-residents to the accommodation section of VM Mlyny except via the designated reception and checkpoints in the buildings.
4. Residents are fully liable for the behaviour and unauthorised actions of their visitors.
5. Residents must not lend their ISIC card, CU Employee card or VM Mlyny card to another person because the cards are non-transferable.
6. Residents must not damage the property managed by VM Mlyny in any way.
7. Residents must not tamper with the property managed by VM Mlyny, in particular they must not take crockery out of the canteen, they must not remove inventory from a room and they must not arbitrarily move or disassemble furniture in a room, take it out to the balcony, kitchenette or the like.
8. Residents must not collect waste in an assigned room, accommodation cell, shared kitchenette, on balconies, corridors or in other parts of VM Mlyny.
9. Residents must not throw any items from the windows or balconies.
10. Residents must not use thermal appliances in rooms, in particular cookers, electric spirals or heaters. For fire hazard reasons only the following appliances are allowed in the accommodation area:
 - hair dryer,
 - curling iron,
 - electric razor,
 - microwave (only without grill),
 - electric kettle,
 - iron,
 - computer sets (computer, monitor, printer, scanner),
 - TV, video player, DVD player,
 - toaster,
 - music sets.

All devices of more than 100 W as well as all the other appliances which are not defined as permitted are prohibited. The resident is responsible for manipulation and damages caused by the manipulation with the appliances.

11. Residents must not engage in activities that disturb other residents, especially during the evening and night. An activity is classified as disturbing if at least one resident makes a complaint regarding the activity to the VM Mlyny security and order department.
12. Residents must not organise or take part in mass events in the accommodation section that disturb other residents, especially parties or the like.
13. In accordance with Act No 377/2004 on the protection of non-smokers and amending certain acts, as amended, and Order of the Rector of Comenius University No 3/2017 on the prohibition of smoking in CU, residents must not smoke in any building or in the grounds of VM Mlyny. Detailed information can be found on the website www.soi.sk. The prohibition of smoking includes all forms of tobacco products and all methods for their use (including water pipes).
14. Residents must not cultivate, keep, make, sell, intermediate the sale of or consume narcotic or psychotropic substances or poisons or their precursors anywhere in the grounds of VM Mlyny.
15. Residents must not engage in undeclared business or other commercial activity in the grounds of VM Mlyny and must not use their assigned room as a registered office or warehouse for such activities.
16. Residents must not keep, make, sell, intermediate the sale of or keep any firearms or other life-threatening items in the grounds of VM Mlyny other than items and weapons used in sport or hobbies, or which are relevant to the resident's studies. For such purposes they must obtain written permission from VM Mlyny, which they must present to competent personnel of VM Mlyny on request.
17. Residents must not keep or rear any animals in the accommodation section, in particular dogs, cats, reptiles and insects. A resident may, with the agreement of other residents of their room, submit a written request for permission to keep aquarium fish, small rodents or a tortoise in their room. The application or permission must be confirmed by the head of the accommodation department and must be retained by the resident for inspection on request by competent employees of VM Mlyny. Permission may be withdrawn at any time at the request of another resident of the room. An exception from this rule may be granted by the director or the head of the accommodation department of VM Mlyny in cases related to the health of the resident or other special cases.
18. Residents must not tamper with utility supply lines in any way or touch live wiring.
19. Residents must not use naked flames (candles, barbecues or the like) in buildings of VM Mlyny.
20. It is prohibited to go on the roof of VM Mlyny buildings.
21. Residents and visitors must not overload personal lifts.
22. Residents must not store bicycles, furniture, clothes drying racks, shoes or other personal belongings in the premises of escape routes e.g. corridor, staircase or hallway.

PART V
Disciplinary offences and disciplinary measures

1. A disciplinary offence (hereinafter also an “offence”) is an intentional or negligent breach of acts of general application, CU internal regulations, these DRR, the accommodation contract or standards of decency. Residents always share in responsibility for any disciplinary offence committed by their registered visitors.
2. Proceedings on offences are heard by the disciplinary committee. The chairperson and members of the disciplinary committee are appointed by the director of VM Mlyný.
3. A disciplinary measure (hereinafter also a “measure”) is a measure or penalty that VM Mlyný imposes in response to a disciplinary offence by a resident or their registered visitor, or by a non-resident. A disciplinary measure may take the form of an oral warning, the imposition of a penalty point or points, the imposition of a contractual fine (hereinafter also a “disciplinary fine”), the termination of the accommodation contract concluded for the current academic year, a permanent ban from accommodation in VM Mlyný, a temporary ban from entering the accommodation section for a fixed period, or a permanent ban from entering the accommodation section.
4. When imposing a disciplinary measure, account is taken of the character and severity of the disciplinary offence, the circumstances in which the disciplinary offence took place, the degree of fault, the consequences of the disciplinary offence and the resident’s previous behaviour. The severity of the offense and the degree of fault are determined by the disciplinary committee during disciplinary proceedings.
5. Penalty points are cumulative for the whole period of accommodation (this provision applies equally to visitors). The imposition of a penalty point or points is by decision of the director of VM Mlyný or an employee empowered in writing by the director (the head of the security and order department, the deputy director of VM Mlyný, the chairperson of the disciplinary committee, the head of the housekeeping department and the head of the accommodation department).
6. If a resident receives a cumulative total of four penalty points, the following measures will apply for the current academic year: their accommodation contract will be terminated, they will be refused admission as a visitor/overnight lodger to another resident of VM Mlyný and they will also be refused admission to the accommodation section for any purpose, including use of the canteen.
7. If a cumulative total of five penalty points is reached, the resident’s accommodation contract will be terminated. The resident will also permanently lose the right to accommodation in VM Mlyný, the right to register as a visitor/overnight lodger to another resident in VM Mlyný and the right to enter the accommodation section to use the canteen.
8. The termination of an accommodation contract, the permanent revocation of the possibility to receive accommodation in VM Mlyný and permanent bans from entry to the accommodation section are under the sole competence of the director of VM Mlyný.

9. Proceedings on disciplinary offenses before the disciplinary committee are oral proceedings. A person who has committed a disciplinary offence is entitled to be present at the proceedings of the disciplinary committee on the disciplinary offence, to express their view on all materials and to look into written material from the proceedings of the disciplinary committee.
10. If the person who committed the disciplinary offence does not attend the proceedings of the disciplinary committee and gives notice of this in advance, the disciplinary committee will reschedule proceedings. Such notice may be given only once. The notice must be delivered to the disciplinary committee no later than the date of disciplinary proceedings before the set start of proceedings. The disciplinary committee decides whether notice is justified.
11. If the person who committed the offence does not attend the proceedings of the disciplinary committee and does not give notice of this in advance, the disciplinary committee will hear proceedings in their absence.
12. The disciplinary committee hands down disciplinary measures for disciplinary offences in the form of a decision. The decision imposing a disciplinary measure (hereinafter only the “decision”) must be made out in writing, must include the operative part, the grounds for the decision and information on the possibility to request a review. One copy of the decision is given to the person who committed the offence.
13. The information on the possibility to request a review must include information on the deadline for submitting the request, the body to which the request must be submitted and the body that will decide on the request.
14. A person on whom a disciplinary measure has been imposed may submit a written request for a review of a decision imposing a disciplinary measure up to eight calendar days from the date of delivery of the decision. The request must be submitted to the body that issued the decision. A request submitted in time has a suspensive effect.
15. The disciplinary committee may itself accept a request to review a decision and cancel or amend the decision.
16. If the disciplinary committee does not take either action referred to under Part V(15) of the DRR, the request for review of the decision is passed to the director of VM Mlyny. The full case file, including the committee's opinion on the request to review the decision, is sent together with the request for review of the decision.
17. The director of VM Mlyny reviews decisions of the disciplinary committee as a second instance appeal body and if the director finds that a decision contravenes the law, an internal regulation of CU, the accommodation contract or these DRR, the director will amend or cancel the decision, otherwise the appeal will be rejected and the decision will be confirmed. The director of VM Mlyny may, in justified cases, amend a decision of the disciplinary committee and impose a lighter disciplinary measure. The director of VM Mlyny must issue a decision within 30 days from the date of delivery of a request to review a decision of the disciplinary committee.

18. If no request is made to review a decision, it enters into force.
19. A first instance decision of the disciplinary committee imposing a disciplinary measure against which no appeal is made enters into force on the date of expiry of the eight-day period under Part V(14) of this document.
20. A second-instance decision of the director of VM Mlyny on a request for review of a decision enters into force on the date when it is issued.
21. All measures in the following points of this Part of the DRR also apply with appropriate modification to visitors (unless specified otherwise).
22. Disciplinary offences that are not specifically defined in this document will be dealt with on an individual basis.
23. Disciplinary offences and their corresponding disciplinary measures defined by the DRR:

a) Failure to pay accommodation fees by the dates specified in the accommodation contract

offence: failure to pay the price of accommodation within 14 days from the date specified in the accommodation contract

measure: temporary blocking of access to buildings via the security turnstiles, imposition of a contractual fine in accordance with the accommodation contract

offence: Repeated failure to pay for accommodation in accordance with the accommodation contract

measure: VM Mlyny is entitled to terminate the accommodation contract; the resident may be banned from receiving accommodation and entering the accommodation section in future (even if accommodation is granted in future by the resident's faculty)

b) Failure to pay an imposed disciplinary fine

offence: failure to pay a disciplinary fine within 14 days from the decision of the disciplinary committee or a second instance decision of the director of VM Mlyny in review proceedings

measure: VM Mlyny is entitled to terminate the accommodation contract; the resident will be temporarily blocked from authorised access to buildings via the personal turnstile and banned from receiving accommodation and entering the accommodation section in future (even if accommodation is granted in future by the resident's faculty)

c) Falsification of documents necessary for the accommodation

offence: submission of a falsified document, providing personal document to a third person or submission of a modified document necessary for accommodation (e.g. an accommodation contract, resident's declaration, confirmation of school attendance)

measure: the resident will be assigned **five** penalty points and must also pay a disciplinary fine of **33€ euros** to the accommodation department. VM Mlyny is entitled to report the offence to law enforcement authorities.

d) Lending an ISIC or VM Mlyny card to a person other than the person for whom it was issued

offence: loan of an ISIC or a VM Mlyny card to a person other than the person for whom the card was issued to allow the other person to enter or leave the accommodation section, or to allow the registration or de-registration of another person's card in the record system in contravention of the rules for passing the security turnstiles or for proving identity to competent staff of VM Mlyny

measure: the resident that lent the ISIC or VM Mlyny card to another person who used the given card will be assigned **three** penalty points and the resident must pay the accommodation department a disciplinary fine of **33€ euros**.

e) Counterfeiting of ISIC or VM Mlyny cards (including "card hacking")

offence: counterfeiting an ISIC or a VM Mlyny card for the purposes of obtaining entry to the accommodation section or proving identity to competent staff of VM Mlyny
measure: the resident will be assigned **five** penalty points and must also pay a disciplinary fine of **66€ euros** to the accommodation department. VM Mlyny is entitled to report the offence to law enforcement authorities.

f) Use of non-official means of entry to the accommodation section (means other than reception or a checkpoint)

offence: a resident enters the accommodation by non-official means, in particular via a balcony or window
measure: for each such breach of the rules a resident will be assigned **two** penalty points.

g) Unauthorised bypassing of the systems of the security turnstiles.

offence: a resident jumps over or crawls under a security turnstile, smuggles another person past it or uses other unauthorised means to evade the security turnstile
measure: the resident will be assigned **two** penalty points and must also pay a disciplinary fine of **33€ euros** to the accommodation department. If the offence is committed by a visitor to a resident, the Residents will be assigned one penalty point for each person who breached this restriction.

h) Admitting persons to the accommodation section by non-official means (means other than reception or a checkpoint)

offence: a resident admits another person (no distinction is made between residents and non-residents) to the accommodation section by non-official means, in particular via a balcony or window
measure: the resident will be assigned at least **two** penalty points and must also pay a disciplinary fine of **33€ euros** to the accommodation department.

i) Smoking on the premises of VM Mlyny

offence: smoking in buildings and other areas of VM Mlyny including the accommodation section
measure: the resident is obliged to pay a disciplinary fine of **33€ euros** to the accommodation department.

offence: Recurrence of smoking in buildings and other areas of VM Mlyny including the accommodation section
measure: For every additional breach of the ban on smoking in buildings and other areas of VM Mlyny, the resident will be assigned at least **one** penalty point. If the rule is broken by a resident's visitor, both the visitor and the resident responsible for the visitor will receive a penalty point. The resident must pay a disciplinary fine of **66€ euros** to the accommodation department.

j) Noisy behaviour (behaviour is deemed to be noisy if at least one resident makes a complaint regarding the behaviour)

offence: a resident or visitor disturbs other residents through their behaviour
measure: the resident will be assigned **one** penalty point, or the obligation to pay a disciplinary fine of **16€ euros**, or both. Depending on the severity of the offence, employees of the security and order department of VM Mlyny may decide to give only an oral warning on the spot.

offence: the second or subsequent disturbance of other residents through the behaviour of a resident or visitor

measure: For a second or subsequent breach of the rules on noisy behaviour, the resident or visitor will be assigned at least **two** penalty points. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will receive at least **two** penalty points. If the rule is broken by a group of residents and/or visitors, the minimum of **two** penalty points will be given to each participant regardless of their degree of fault. An offending resident is obliged to pay a disciplinary fine of **33€ euros** to the accommodation department.

k) Use of prohibited appliances

offence: use of prohibited electric heaters and cooking equipment in the accommodation section or appliances not in conformity with applicable technical standards

measure: the resident will receive **two** penalty points and must also pay a disciplinary fine of **33€ euros** to the accommodation department.

l) Damage and destruction of property managed by VM Mlyny

offence: a resident deliberately destroys or damages property or equipment managed by VM Mlyny

measure: The resident will be assigned at least **three** penalty points. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will receive **three** penalty points. If the offence is committed by a group of residents and/or visitors, **three** penalty points will be given to each participant regardless of their degree of fault. A resident must pay a disciplinary fine of **99€ euros** to the accommodation department and must also pay compensation for damages in the amount determined by the damage committee.

m) Tampering with property of managed by VM Mlyny

offence: a resident arbitrarily moves or disassembles furniture in the room, relocates or removes inventory, equipment or furniture of VM Mlyny or manipulates with property of VM Mlyny in such a manner, that could cause its damage or destruction

measure: the resident will receive **one** penalty point and must also pay a disciplinary fine of **50€ euros** to the accommodation department.

n) Tampering with utility supply lines of any kind

offence: a resident tampers with electric wiring or any other utility supply line or touches live wiring

measure: the resident will be assigned **two** penalty points and must also pay a disciplinary fine of **50€ euros** to the accommodation department.

o) Throwing items from windows or balconies

offence: a resident throws items or rubbish from a window or a balcony

measure: The resident will receive at least **three** penalty points. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will be assigned **three** penalty points. If the offence is committed by a group of residents and/or visitors, **three** penalty points will be given to each participant regardless of their degree of fault. A resident must pay a disciplinary fine of **66€ euros** to the accommodation department.

p) Possessing, producing or using narcotic, psychotropic or poisonous substances

offence: a resident keeps, produces, sells, intermediates the sale of or consumes narcotic or psychotropic substances or poisons anywhere in the grounds of VM Mlyny

measure: The resident who kept, produced, sold or consumed narcotic or psychotropic substances or poisons anywhere in the grounds of VM Mlyny will receive at least **four** penalty points and will be obliged to pay the accommodation department a disciplinary fine of **66€ euros**. If the rule is broken by a visitor, both the visitor the resident responsible for the visitor will receive at least **four** penalty points.

q) Arbitrary change of accommodation

offence: a resident moves to a room other than the room assigned to them without the knowledge or permission of the accommodation department

measure: the resident will receive **two** penalty points and must also pay a disciplinary fine of **16 € euros** to the accommodation department.

r) Keeping animals

offence: a resident keeps a prohibited animal under Part IV(17) of the DPP in the accommodation section without official permission

measure: the resident will be assigned **two** penalty points.

s) Undeclared business activities

offence: a resident uses their room or another location on the grounds of VM Mlyny for undeclared business activity or commercial activity of any kind.

measure: the resident will be assigned **two** penalty points.

t) Housekeeping

offence: A resident fails to comply with rules of hygiene (Part III (5) of the DRR). Hygienic conditions are assessed by the competent personnel of VM Mlyny (in particular stocktaking and hygiene inspection officers).

measure: oral warning or a letter of warning

offence: A repeated or severe breach of the rules of hygiene. Hygienic conditions are assessed by the competent personnel of VM Mlyny (in particular stocktaking and hygiene inspection officers).

measure: VM Mlyny is entitled to have the common areas of an accommodation cell cleaned by a specialist third party. The resident will also receive **two** penalty points for each additional breach of the rules of hygiene. The resident must pay a disciplinary fine of **33€ euros** to the accommodation department as well as the cost of cleaning based on the current price list.

measure: In the case of a room or balcony, the resident will receive **two** penalty points for each additional offence against rules of hygiene. The resident must also pay a disciplinary fine of **66€ euros** to the accommodation department.

u) Failure to cooperate with the housekeeping department of VM Mlyny

offence: A resident fails to cooperate with the housekeeping department of VM Mlyny or does not act in accordance with instructions and procedures laid down by the housekeeping department of VM Mlyny, e.g. a resident hoards rubbish inside a room or a common entrance corridor, a resident does not adhere to hygiene, tidiness and cleanness or does not follow the instructions during the occurrence of bedbugs (e.g. registering a visitor in a room with possible occurrence of bedbugs, failure to prepare a room for pest or vermin control spraying including late departure from the room, failure to move the bed, dust behind the bed, failure to remove waste, personal effects on the floor preventing movement in the room or failure to respond to knocking on the door and to admit staff to the room) or announced window cleaning (failure to wash the balcony, if part of the room, failure to remove items from the windowsill, failure to clear the whole area around the window).

measure: the resident will be assigned **two** penalty points.

v) Acceptance of a room and its inventory

offence: a resident fails to report discrepancies between the room's inventory list and the inventory actually present within three days from checking in

measure: the resident must pay a disciplinary fine of **16€ euros** to the accommodation department

w) Weapons

offence: a resident keeps, produces, sells, intermediates the sale of or holds anywhere in the VM Mlyny grounds firearms, other weapons or other life-threatening items

measure: the resident will receive at least **three** penalty points.

x) Failure to comply with the principles of good conduct

offence: the resident behaves in an undignified manner contrary to the principles of good conduct, or harms the good name or the civil or human dignity of VM Mlyny's residents, visitors or staff or causes damage by petty theft among residents.

measure: Depending on the severity of the offence, the resident will be given **two** and up to **six** penalty points and the disciplinary committee also has the right to impose an obligation to pay a disciplinary fine of **33€ euros** to the accommodation department if warranted by the severity of the offence. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will receive at least **two** to **six** penalty points. If the offence is committed by a group of residents or visitors, at least **two and up to six** penalty points will be given to each participant regardless of their degree of fault.

y) Violence

offence: a resident behaves in a violent way to other residents, visitors or staff of VM Mlyny, puts verbal or physical pressure on them or physically threatens them.

measure: Depending on the consequences and severity of the offence, the resident will receive at least **three** and up to **six** penalty points and is obliged to pay a disciplinary fine of **99€ euros** to the accommodation department. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will receive at least **three and up to six** penalty points. If the offence is committed by a group of residents and/or visitors, at least **three** and up to **six** penalty points will be given to each participant regardless of their degree of fault.

z) Obstructing discharge of duty

offence: a resident deliberately obstructs an employee of VM Mlyny in the performance of their control duties, prevents them from entering a room or otherwise obstructs the discharge of their duties

measure: the resident will receive at least **one** penalty point and must also pay a disciplinary fine of **33€ euros** to the accommodation department.

aa) Unregistered person

offence: a resident has an unregistered person in their assigned room

measure: The resident will be assigned **two** penalty points and is also obliged to pay a disciplinary fine of **15€ euros** to the accommodation department. If the unregistered person is present in the room after 00:00, the resident is also obliged to pay the fee for a night lodger including the local accommodation tax (if the given person is not exempt from the tax).

bb) Refusal of another resident of the room

offence: refusal of a resident, for no apparent reason, to live with another resident assigned a bed under a decision of the faculty or through the accommodation department as well as refusal to tolerate for no apparent reason residents in the adjoining rooms

measure: oral warning

offence: repeated refusal of a resident, for no apparent reason, to live with another resident assigned a bed under a decision of the faculty or through the accommodation department

measure: the resident will be assigned **two** penalty points and must also pay a disciplinary fine of **20€ euros** to the accommodation department

cc) Use of a naked flame in VM Mlyny buildings

offence: a resident or their visitor makes use of a naked flame (candles, barbecue or the like) in a building or the grounds of VM Mlyny

measure: a resident will receive **two** penalty points. If the rule is broken by a visitor, both the visitor and the resident responsible for the visitor will receive **two** penalty points. If the offence is committed by a group of residents and/or visitors, **two** penalty points will be given to each participant regardless of their degree of fault. The resident is obliged to pay a disciplinary fine of **66€ euros** to the accommodation department

dd) Trespassing on the roof

offence: a resident or their visitor uses the roof of a building at VM Mlyny for sport, social or any other activity

measure: A resident will receive at least **one** penalty point. If the rule is broken by a visitor, both the visitor the resident responsible for the visitor will receive at least **one** penalty point. If the rule is broken by a group of residents and/or visitors, at least **one** penalty point will be given to each participant regardless of their degree of fault.

ee) Infringement of the rules for the use of the dormitory computer network

offence: a resident breaches general code of conduct for use of computer networks

measure: the resident will be denied access to the computer network temporarily or permanently without the right for compensation as well as from **one to five penalty points**

offence: a second or subsequent breach of the rules for the use of the dormitory computer network

measure: the resident will be denied access to the computer network temporarily or permanently without the right for compensation as well as from **one to five penalty points**

ff) Late check-out

offence: a resident extends their stay beyond the term of the accommodation contract without permission

measure: the resident will receive **two** penalty points and must pay a disciplinary fine according to the respective price list for each day by which check-out is delayed as well as the price of accommodation for the given period in accordance with the applicable price list.

gg) Failure to vacate accommodation

offence: a resident fails to move out in accordance with contractual conditions even after receiving an oral reminder to move out, or a reminder by telephone or email.

measure: The resident will receive **five** penalty points and their belongings will be removed from the premises under committee oversight. The resident must also pay a disciplinary fine of **33€ euros** to the accommodation department. All items removed from the premises will be stored for a monthly fee of **10€ euros** for a period of one year from the date of their removal. One year after removal from the premises, the goods and items will be disposed of under supervision of a committee. VM Mlyny is entitled to dispose of all stored items according to its own discretion. During this period the persons whose effects were removed will be notified two times in writing (by registered mail to their place of permanent residence) that they must collect their possessions and duly settle their debts.

hh) Sale of place in the dormitory

offence: a resident sells the place in the dormitory assigned to them, or assigns this place to another person in contravention of the contract or these DRR.

measure: the resident and the person who purchased or took over the place will receive **five** penalty points

ii) Failure to follow the instructions for using the study rooms

offence: a does not follow the instructions for using the study rooms

measure: the resident will receive **one** penalty point and will be obliged to pay a disciplinary fine of **15€ euros** to the accommodation department.

jj) Overloading passenger lifts

offence: a resident overloads a lift

measure: the resident shall be assigned **one** penalty point and is also obliged to pay a disciplinary fine of **30€ euros** to the accommodation department.

kk) Not returning the entry card of VM Mlyny

offence: a resident does not return the entry card until the next work day from activation of the ISIC card for the purpose of accommodation, or uses two entry cards simultaneously without authorisation

measure: the resident will receive **one** penalty point and will be obliged to pay a disciplinary fine of **16€ euros** to the accommodation department.

ll) Blockage of escape routes

offence: the resident stores a bicycle, furniture, clothes drying rack, shoes or other personal belongings in the premises of escape routes e.g. at the corridor, staircase or a hallway.

measure: the resident will receive **one** penalty point and will be obliged to pay a disciplinary fine of **16€ euros** to the accommodation department.

PART VI
Representation of residents' interests

1. Continuous supervision of all aspects of accommodation at VM Mlyny is performed in accordance with article 69(4) of the Statutes of Comenius University by the Committee on university dormitories and accommodation of the Academic Senate of Comenius University.
2. Particulars of the competences of the Committee on university dormitories and accommodation of the Academic Senate of Comenius University relating to continuous supervision of all aspects of accommodation in VM Mlyny are laid down in Article 11(3)(e) of the Rules of Procedure of the Academic Senate of Comenius University (Internal Regulation of Comenius University No 14/2016).

PART VII
Transitional and final provisions

1. In accordance with Article 6(4) of Internal Regulation of Comenius University No. 11/2017 Directive of the rector of Comenius University laying down rules for the conclusion of accommodation contracts in the accommodation facilities of Comenius University, the Committee on university dormitories and accommodation of the Academic Senate of Comenius University deliberated on the draft Dormitory Rules and Regulations at its session per-rollam from 5th of August till the 9th of August and recommended the director of VM Mlyny to adopt them.
2. This internal regulation became valid on the date of its approval by the director of VM Mlyny and entered into effect on 31 August 2020.
3. The dormitory rules and regulations may be amended as required by means of written addenda.

Ing. Peter Petro
Director of VM L. Štúra – Mlyny
Comenius University