

On the basis of article 32 of the Statute of the University of Nova Gorica, and on the basis of the previously established consent of the University's Senate, the Management board of the University of Nova Gorica, on 27 June 2018, passed the following

Regulations concerning criteria on student acceptance and residence extension at the Student halls of residence

I General provisions

Article 1

These regulations deal with the criteria and the procedure applied by the University of Nova Gorica (in the text: the University) concerning acceptance of students into the Student halls of residence.

In these regulations, the masculine gender expressions are used neutrally for men and women.

Article 2

The Student halls of residence are intended for the students of the University, the students who come to the University within the exchange study programmes, and the visiting professors.

If defined by the call for applications for student acceptance, applications may be also submitted by the students who do not intend to enrol the study programmes of the University and who meet the other criteria.

In the case of the previous paragraph, the preference is given to the students of the University. If, after the completed selection procedure, some beds would remain available among the students of the University, the beds would be occupied, for the period of maximum of one study year, by the candidates who are not the students of the University.

II Residence prerequisites, criteria and procedure for students' acceptance at the Student halls of residence

2.1 General prerequisites

Article 3

Visiting professors and researchers

Visiting professor or researcher is accepted into the Student halls of residence on the basis previous reservation by the respective school of the University, at which he takes part in the educational process or research work.

Visiting professors or researchers are normally assigned single rooms, if available.

Article 4

Students

Students are accepted into the Student halls of residence on the basis of their applications and of meeting the general prerequisites and criteria as defined in these regulations.

Article 5

Students who meet the following general prerequisites may be accepted into the Student halls of residence:

- 1) they are the students of the University of Nova Gorica,
- 2) they have the status of students and are educated at the study programmes which run as full-time study programmes, or
- 3) they have the status of students and are educated at the study programmes which run as part-time study programmes at least three days in a week,
- 4) they have not been expelled from the Student hall of residence.

2.2 Criteria for the residence of students who sign the residence agreement with the Student halls of residence for the first time

Article 6

In case the number of applications for acceptance at the Student hall of residence is higher than the capabilities as stated in the call for applications, the following criteria, along the general ones, will be considered concerning the applicant's right to reside in the Student hall:

1. learning or university study achievements
2. social status.

Learning or university study achievements

Article 7

The basic criterion for accepting students into the Student halls of residence is their learning or university study achievement.

Students who are enrolled into the first year of higher education institutions are considered on the basis of their achievements at the matura examinations, vocational matura examinations or the final examination. If the student has enrolled the respective higher education institution without the matura level, vocational matura level or the final examination, the achievements attained in the final two years of the secondary education are considered.

Students enrolled in the second year, or a higher year, as well as postgraduate students, are considered on the basis of their study achievements. First year postgraduate students are considered on the basis of their undergraduate study achievements.

With regard to the right to accommodation, priority is given to the students

1. whose average grade during their studies is at least 8;

2. who have achieved at least 20 points at the matura level examinations;
3. who have achieved at least 16 points at the vocational matura level or at the final examination;
4. who have completed the final two years of their secondary education with the grading „very good“ (Slovene: prav dober) at least.

Social status

Article 8

Students who live in a difficult social or health conditions may submit, in their application, evidence from respective organisations and organs concerning property, social or health conditions of their family members.

Appropriate evidence include, for example, evidence on taxable and non-taxable incomes received over the previous calendar year in the Republic of Slovenia or abroad; evidence from the Centre for social work; evidence from the medical specialists, and the like.

Student applications from the previous paragraph are considered individually by the committee of article 11 of these regulations.

The committee's decision is final.

2.3 Prerequisites for accommodation extension in the Student halls of residence

Article 9

The student is given accommodation extension in the Student halls of residence if he meets the conditions of article 5 of these regulations.

3 Organs for residence acceptance and extension at the Student halls of residence

Article 10

The organs for residence acceptance and extension at the Student halls of residence are the University's Student office and the Committee for residence acceptance and extension at the Student halls of residence.

The Committee for residence acceptance and extension at the Student halls of residence (in the text: „the Committee“) is a three member committee nominated by the rector of the University of Nova Gorica.

The Committee's primary responsibilities include the following:

1. managing the procedures that ensure that the conditions and criteria for students' residence are met;
2. dealing with the applications as per article 8 of these regulations;
3. issuing notices on acceptance and non-acceptance into the Student halls of residence.

All other issues related to acceptance and residence at the Student halls of residence are dealt with

by the University's Student office, if these regulations do not define them in another mode.

The Student office's primary responsibilities include the following:

1. receiving applications for the Student halls of residence;
2. keeping records on available places at the Student halls of residence intended for student residence only;
3. preparing student accommodation agreement proposals for the student in the previous paragraph;
4. preparing annexes for the accommodation agreements for students who ask for residence extension at the Student halls of residence and who meet the conditions and criteria for residence;
5. keeping records on issued notices on acceptance as well as on signed accommodation agreements and residence extension at the Student halls of residence.

4 Acceptance procedure

Article 11

In each academic year, by 1 July at the latest, the Student office will announce its call for applications for student acceptance and student residence extension. In the call for applications, there is information on the expected number of available places, the conditions that need to be met, method of application, list of attachments for the application, application deadline, and address for application submission.

Article 12

Applications for acceptance into the Student halls of residence are submitted or sent by post to the Student office within the deadlines and the way as defined in the call for applications for acceptance and residence extension in the Student halls of residence.

Article 13

The Committee shall consider complete applications in the order in which they have been received.

Article 14

On the basis of received applications and respecting the criteria defined in these regulations, as well as respecting the availability of places in the Student halls of residence, the Committee creates a list of accepted students. The list is announced on the noticeboard of the Student office within three days of acceptance.

The Committee shall send its notice of acceptance, along with an invitation for moving in and signing accommodation agreement, to the students who have attained the right to reside in the Student halls of residence.

If the student fails to respond to the invitation within three days or if he rejects the assignment of a student room, he shall be deleted from the list of accepted candidates for the ongoing study year.

5 Time of residence

Article 15

The right to reside in the Student halls of residence is granted to students during the period of the study year, that is, from 1 October to 30 September, with a possibility for residence extension. The latter does not apply to the students who are not the students of the University of Nova Gorica; they are granted the right to reside in the Student halls of residence for one study year only.

6 Cost of residence

Article 16

The University defines the cost of residence in the Student halls of residence for each study year.

The valid yearly cost is considered an integral part of the these regulations.

The cost shall be published on the University's web pages.

6.1 Subsidising residence of the students of the University of Nova Gorica

Article 17

To the University's undergraduate students, who have obtained the right to reside in the Student halls of residence, the University may subsidise the payment of the full cost of residence in the Student halls of residence.

The decision and conditions related to the subsidising shall be published in the call for applications for acceptance and residence extension of the students who are eligible to reside in the Student halls of residence.

Article 18

The method of paying the residence costs is based on the monthly balance sheet. The bills are issued by the 5th day of the month for the current month, and the students are obliged to settle the residence costs by the 20th day of the month for the current month.

The student should pay the residence costs upon moving in and moving out as follows:

1. if the student moves in by the 15th day of the month, including the day, he shall pay the residence costs for the whole of the month;
2. if the student moves in after the 15th day of the month, he shall pay the residence costs for the half of the month;
3. if the student moves out by the 15th day of the month, including the day, he shall pay the residence costs for the half of the month;
4. if the student moves out after the 16th day of the month, he shall pay the residence costs for the whole of the month.

If during the study year the student does not settle his payments three times successively by the 20th day of the month, the University shall require that payment of residence costs is settled by the supportive debtor, as stated in the guarantor statement on debt take-over.

In the case from the previous paragraph, the University may decide to withdraw from the

accommodation agreement.

Article 19

In case the student does not need his room in the months of July and August, he may temporarily move out.

The student of paragraph one of this article may, against the payment of bail in the amount of 20% of the non-subsidised cost of residence in the Student halls of residence and provided he meets the conditions and limitations as defined in articles 10 and 11 of these regulations, retain the right to reside in the same room in the following study year.

7 Transitional and final provisions

Article 20

In case of lack of clarity concerning particular provisions of these regulations, the responsibility for the clarification of the provisions lies with the Committee.

Article 21

These regulations shall become valid on the day of their acceptance.

Professor Boštjan Golob

Rector