

Rules and Criteria for Admission to and Extension of Residence in the Student Dormitories of the University of Nova Gorica

(Translation into English for information purpose only. In case of doubts or in an event of dispute the original in Slovene language is applicable)

Article 1

These Rules regulate the criteria and procedure for granting or extending the right to reside in **Lanthieri Mansion** and the right to non-subsidised accommodation (hereinafter: the **right of residence**) in the **Paternolli Student Dormitory** (hereinafter: the “**student dormitories**”) at the **University of Nova Gorica** (hereinafter: the “**University**”).

These Rules (hereinafter: the **Rules**) also regulate basic matters relating to the publication of calls for applications, the preparation of priority lists, and the determination of accommodation fees. The rights and obligations of residents during their stay, the manner of use of rooms and common areas, rules of conduct and discipline, and other matters relating to daily life in the student dormitories shall be regulated in more detail by the accommodation agreement and the dormitory rules.

If subsidised accommodation places are also provided in the student dormitories, such places shall be allocated in accordance with the applicable national regulations governing subsidised student accommodation and in accordance with the relevant public call for applications.

Article 2

The following persons may reside in the student dormitories:

- students of the University;
- students of other universities or higher education institutions;
- visiting lecturers, researchers, associates, participants of summer schools, participants in micro-credential programmes, or other persons whose residence demonstrably serves the educational, research, development, or international interests of the University;
- personal assistants of students with disabilities, provided that the student is entitled to such assistance in accordance with applicable special regulations;
- partners of students with children under 5 years of age.

Hereinafter, these persons shall collectively be referred to as “**applicants or users**”. Persons referred to in the first indent of the preceding paragraph shall hereinafter be referred to as “**Students**”, persons referred to in the second indent as “**Foreign Students**”, and persons referred to in the third indent as “**Visiting Residents**”.

Bodies Responsible for Granting or Extending the Right of Residence

Article 3

The body responsible for granting or extending the right of residence in a student dormitory shall be the **Committee for Admission to or Extension of Residence in the Student Dormitory**.

The **Committee for Admission to or Extension of Residence in the Student Dormitory** (hereinafter: the “**Committee**”) is a three-member committee appointed by the Rector of the University of Nova Gorica. The members of the Committee shall be appointed from among the University’s regular employees.

A member of the Committee may not participate in the decision-making process regarding an application submitted by a person with whom they have a family relationship or any other relationship that could affect their impartiality. It is the duty of the Committee member to inform the other two members of the Committee of such a relationship and to withdraw from the decision-making process in that case.

The Committee shall be primarily responsible for:

- receiving and reviewing applications for granting or extending the right of residence in the student dormitory referred to in Article 5 of these Rules;
- conducting procedures for determining the fulfilment of the conditions for the right of residence referred to in Article 6 of these Rules;
- assessing the criteria for granting the right of residence to applicants in accordance with Articles 8, 9, 10, 11, 12, 13, and 14 of these Rules;
- preparing priority lists and reserve lists of applicants and preparing notices regarding the acceptance or rejection of applications.

Administrative and operational tasks related to the call for applications, admission, moving in, extension of residence, records, and communication with users shall be carried out by the person or persons appointed by the Rector.

Accommodation Conditions, Admission Procedure to the Student Dormitory, and Criteria for Granting the Right of Residence

General Conditions

Article 4

The right of residence shall, as a rule, be granted for a period longer than two months (hereinafter: **long-term residence**).

Notwithstanding the preceding paragraph, for the months of **June, July, August, and September**, the right of residence may also be granted for a shorter period (hereinafter: **short-term residence**).

Exceptionally, if vacant accommodation places are available, the right of short-term residence may also be granted for months other than those specified in the preceding paragraph.

Article 5

A user shall be granted the right of residence in a student dormitory on the basis of an application for admission, which forms an annex to these Rules, and provided that the general conditions and criteria set out in these Rules are fulfilled.

Article 6

The right of residence in a student dormitory for a specific academic year may be granted to a person who fulfils the following general conditions:

- is enrolled in an academic programme in the relevant academic year, carried out as full-time study or as a study programme with an adjusted schedule; or
- is a person or a group of persons meeting the conditions set out in the third indent of paragraph 1 of Article 2 of these Rules (**Visiting Residents**); or
- is a personal assistant of a student with disabilities.

Students and Foreign Students shall prove enrolment in the academic programme referred to in the first indent of the preceding paragraph by submitting a valid certificate of enrolment.

Instead of a certificate of enrolment, an applicant may attach proof of application for enrolment to the application for granting or extending the right of residence. In such a case, the applicant must submit a valid certificate of enrolment to the Committee before the verification of the conditions for granting or extending the right of long-term residence referred to in Article 15 of these Rules.

Applicants who fail to submit a valid certificate of enrolment by the time of the second verification of the conditions for granting or extending the right of long-term residence shall not be granted or shall not have their right of residence extended.

Admission Procedure

Article 7

By **15 May** of each year, the **Management Board of the University**, upon the proposal of the Rector, shall determine the number of accommodation places that shall be allocated on a priority basis to **Students** and **Foreign Students** in the respective academic year.

For each academic year, and no later than two months before the beginning of the new academic year, the Committee shall publish a call for applications for granting or extending the right of **long-term residence** for the period of the forthcoming academic year (**October–September**). The call shall specify the expected number of available accommodation places, the conditions to be fulfilled, the application procedure, the list of required attachments, and the deadline and address for submitting applications.

The application shall be submitted on the form that constitutes an annex to these Rules. The Committee shall decide on granting or extending the right of residence and shall notify applicants thereof within three weeks after the closing date of the call.

An application for the right of **short-term residence** may be submitted by an applicant at any time during the year. The Committee shall decide on such applications taking into account the available accommodation capacities, general conditions, and criteria, and shall notify applicants within three weeks after receiving the application.

For short-term accommodation of persons who are part of an organised group, a single application containing the personal data required in the application form shall be sufficient for all members of the group.

Criteria for Granting the Right of Residence

Article 8

If the number of applications exceeds the available accommodation capacities announced in the call, the following criteria shall be taken into account, in addition to the general conditions, when granting the right of residence:

a) For Students and Foreign Students:

- level of study;
- academic performance;
- distance from the place of permanent residence;
- duration of the requested accommodation period.

b) For Visiting Residents:

- contractual or employment relationship with the University;
- significance of the applicant's interest for the University;
- distance from the place of permanent residence.

The listed criteria shall be applied separately for accommodation places intended primarily for **University Students** and separately for other accommodation places, and separately for each of the student dormitories.

Level of Study

Article 9

A candidate shall demonstrate student status by submitting a certificate of enrolment. If the University already has the required information available in its official records, submission of such proof shall not be required.

A candidate who is enrolled or has applied for enrolment in a first-cycle or second-cycle study programme shall be awarded **7 points** under this criterion.

A candidate who is not enrolled or has not applied for enrolment in a first-cycle or second-cycle study programme shall be awarded **0 points** under this criterion.

Candidates enrolled in study programmes at the University shall be included on the candidate list for accommodation places primarily intended for **University Students**.

Academic Performance

Article 10

When assessing academic performance, candidates shall be awarded points based on the average grade achieved in the last completed year of their previous education.

A candidate shall demonstrate academic performance by submitting appropriate official documents, namely:

- an official transcript of grades, a certificate of completed examinations, or another public document issued by the educational institution showing the achieved average grade;
- a certificate/report card for the last completed year of secondary education, where secondary school performance is taken into account.

If the University has information on the candidate's academic performance available in its official records, the candidate shall not be required to submit the documents referred to in the preceding paragraph.

For students who are already enrolled in higher education studies, the assessment shall take into account the average grade achieved in the last completed year of study, according to the following criteria:

Average grade	Number of points
less than 7.00	0
from 7.00 to less than 8.00	3
from 8.00 to less than 9.00	6
9.00 or higher	10

For candidates for whom the performance in secondary education is taken into account, the assessment shall be based on the average grade achieved in the last completed year of secondary school, according to the following criteria:

Average grade	Number of points
less than 2.00	0

Average grade	Number of points
from 2.00 to less than 3.00	3
from 3.00 to less than 4.00	6
4.00 or higher	10

In the case of descriptive grades, the above tables shall be applied accordingly, with the same maximum number of points.

Distance from the Place of Residence

Article 11

Distance shall be determined on the basis of the candidate's permanent residence details provided by the candidate in the application.

Distance shall be calculated as the shortest road distance between the candidate's place of permanent residence and the place of study, taking into account the distance determined using officially used and/or publicly available geographic information systems ("**Google Maps**").

When assessing the distance between the candidate's permanent residence and the University, the following points shall be awarded:

Distance	Number of points
less than 30 km	0
from 30 km to 100 km	5
more than 100 km to 200 km	7
more than 200 km	10

Accommodation Period

Article 12

The accommodation period shall be determined on the basis of the period of residence indicated by the candidate in the application for the allocation of accommodation.

When assessing the requested accommodation period, the candidate shall be awarded the following points:

Accommodation period	Number of points
from 2 to 4 months	0
more than 4 to 6 months	3
more than 6 to 10 months	7
more than 10 to 12 months	5

Contractual or Employment Relationship with the University

Article 13

When assessing the criterion of a contractual or employment relationship with the University, candidates shall be awarded points based on the existence of such a relationship with the University.

A candidate who has a contractual or employment relationship with the University shall receive **5 points**.

A candidate who does not have a contractual or employment relationship with the University shall receive **0 points**.

Significance of the Interest for the University

Article 14

When assessing the significance of the candidate's interest for the University, the following points shall be awarded:

Interest	Number of points
moderate interest	3
high interest	5
exceptional interest	10

The interest shall be assessed on the basis of the explanation provided by the candidate in the application for the allocation of accommodation. The existence and significance of the interest shall be assessed by the Committee referred to in Article 3 of these Rules.

In case of doubt, the final decision on the existence of the interest shall be made by the Rector of the University.

List of Accepted Candidates

Article 15

Based on the applications received, taking into account the criteria set out in these Rules and the capacity of the student residences, the Committee shall, within three weeks of the closing date of the call for applications referred to in Article 7, notify applicants of the identification number assigned to their application and prepare a priority ranking list of applicants, separately for **Students, Foreign students, and Visiting residents**. The priority ranking lists shall be published on the notice board of the Student Office.

The priority list of candidates shall be published in a manner that does not disclose personal data. If several candidates achieve the same number of points, priority shall be given to the candidate with the higher average grade. If the average grades are also identical, priority shall be determined by the greater distance of the candidate's permanent residence from the place of study.

The Committee shall verify the fulfilment of the conditions for granting or extending the right of **long-term residence** twice during the academic year. The first verification of fulfilment of the conditions for the right of residence in the following academic year shall be carried out no later than three weeks after the closing date of the call referred to in Article 7 of these Rules.

The second verification of fulfilment of the conditions during the academic year shall be carried out by the Committee no later than **15 days after the beginning of the new academic year** for candidates who have not yet been granted the right of residence.

At each verification of fulfilment of the conditions, the Committee shall grant the right of long-term residence, according to the order of ranking on the priority list, to all candidates who meet the conditions and for whom available accommodation capacities are still available.

Students who are granted the right of residence in a student dormitory shall receive, within three working days after the verification of fulfilment of the conditions, an electronic notification of admission to the student dormitory, together with an invitation to move in and sign the accommodation agreement. The notification shall be sent to the email address provided in the application for admission.

If a candidate fails to respond to the invitation to move in within three working days or refuses the allocated room, the candidate shall be deemed to have withdrawn the application for the current academic year.

Article 15a

A candidate may file an appeal against the notification or decision of the Committee within **eight days** of receiving such notification or decision.

The appeal shall be decided by the **Senate of the University** at its next regular meeting.

The decision on the appeal shall be final within the framework of the University procedure.

Conditions for Extension of Residence in the Student Dormitory

Article 16

A user's right of residence in a student dormitory shall be extended if the user fulfils the general conditions set out in **Article 6** of these Rules.

To extend the right of residence, a candidate must submit the application referred to in **Article 5** of these Rules and forward it to the University within the framework of the call referred to in paragraph 2 of **Article 7** of these Rules.

The verification of the fulfilment of conditions shall be carried out by the Committee in accordance with paragraphs 2 and 3 of **Article 15** of these Rules.

Additional conditions for the extension of residence are:

- all due financial obligations of the candidate towards the University have been settled; and
- the candidate must not have seriously or repeatedly violated the dormitory rules or the accommodation agreement.

Candidates who submit an application for the extension of long-term residence but do not fulfil the conditions referred to in the preceding paragraph at the first verification of fulfilment of conditions shall not have their right of residence extended.

If a candidate fails to fulfil the conditions set out in **Article 6** of these Rules at either of the verifications referred to in **Article 15** of these Rules, the candidate must move out of the student dormitory no later than **five days after the final verification of fulfilment of conditions**.

Accommodation Fees

Article 17

The accommodation fee schedule for the student dormitory shall be determined by the University separately for each academic year.

For non-subsidised accommodation places, the Rector may, where this is in the interest of the University, determine a fee that is up to **30% lower** than the fee set out in the fee schedule.

The applicable fee schedule in force at any given time shall be deemed an integral part of these Rules.

The fee schedule shall be published on the University's website.

Article 18

The costs of accommodation shall be paid on the basis of a monthly invoice. Payment slips shall be issued by the fifth day of the month for the current month, and users shall be obliged to settle accommodation costs by the **20th day of the month** for the current month.

A user shall be obliged to pay accommodation costs upon moving in and moving out as follows:

- if the user moves in on or before the **15th day of the month**, the user shall pay accommodation costs for the entire month;
- if the user moves in after the **15th day of the month**, the user shall pay accommodation costs for half of the month;
- if the user moves out on or before the **15th day of the month**, the user shall pay accommodation costs for half of the month;
- if the user moves out from the **16th day until the end of the month**, the user shall pay accommodation costs for the entire month.

If a user fails to settle financial obligations relating to accommodation by the **20th day of the month** three consecutive times during an academic year, the University or its authorised representative shall request payment of the accommodation costs from the joint and several debtor specified in the guarantor's declaration on assumption of the debt.

If the user fails to settle the obligations even within the additional deadline specified in the written reminder, the University may request payment from the guarantor and terminate the accommodation agreement.

Transitional and Final Provisions

Article 19

In the event of any doubt regarding the interpretation of an individual provision of these Rules, the Committee shall be responsible for interpreting such provision.

Article 20

These Rules shall enter into force on the day of their adoption. On the date of adoption of these Rules, the **Rules on Criteria for Admission to and Extension of Residence in the Student Dormitory dated 24 May 2022** shall cease to apply.

Notwithstanding the provision of **Article 15**, the call for applications for the **2026/2027 academic year** shall be published no later than **20 July 2026**.

Existing users of rooms in **Lanthieri Mansion** who wish to extend their residence must submit an application for extension of residence in accordance with **Article 16** of these Rules.