



ACADEMIC AFFAIRS AND STUDENT WELFARE SERVICE

STUDENT WELFARE SECTION

HOUSING OFFICE

HOLIDAY ACCOMMODATION IN STUDENT HALLS



JANUARY 2020

HOLIDAY ACCOMMODATION IN STUDENT HALLS

1. Holiday Accommodation in Student Halls

During summer, that is **July 1st - August 7th 2020**, the Student Halls of the University of Cyprus may be used to accommodate the following:

- 1.1 Full-time students who wish to extend their stay beyond the end of the academic year due to academic or employment reasons.
- 1.2 European/foreign students and academics who visit Cyprus for the purpose of short-term research/study at the University of Cyprus.
- 1.3 Visiting academics and guests who come to Cyprus for the purpose of participating in conferences and other activities organized by the University of Cyprus.
- 1.4 Groups of visitors who come to Cyprus for the purpose of participating in conferences and other activities organized by the University of Cyprus and/or other organizations.

2. Student Halls

The first complex of student halls consists of **12 self-catering buildings** with capacity of 208 bedspaces. Each building comprises of single study bedrooms in clusters of 8-12 per floor with shared kitchen/communal areas and / or bathroom facilities. All kitchen areas are equipped with domestic appliances and cutlery. The complex is located on the new campus in Athalassa area, about 10 minute drive from the premises of the old campus and 20 minute drive from the town centre of Nicosia.

On page 7, you may view the access map to the University Campus.

The address of the complex is:

Student Halls
University of Cyprus
New campus
1 Panepistimiou Avenue
Athalassa Area
(Agladzia-Geri Road)

Tel.:00357- 22893001/5144/3002



3. Room Type/Price

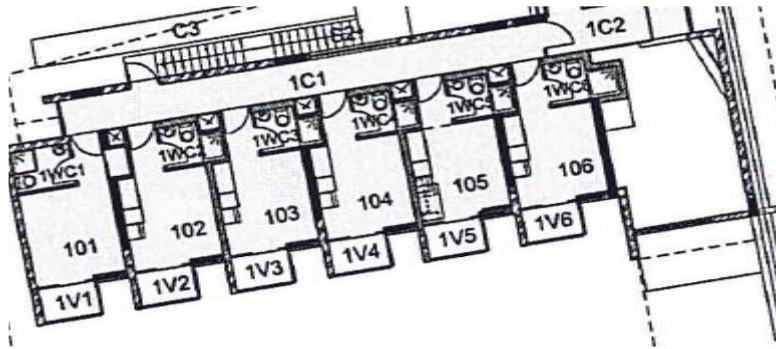
There are **two** types of rooms as follows:

Room Type	Description	Daily price €	Monthly price €
A	Single study bedrooms with private bathroom facilities and a/c Limited number available.	€25	€317
B	Single study bedrooms with shared bathroom facilities.	€20	€267

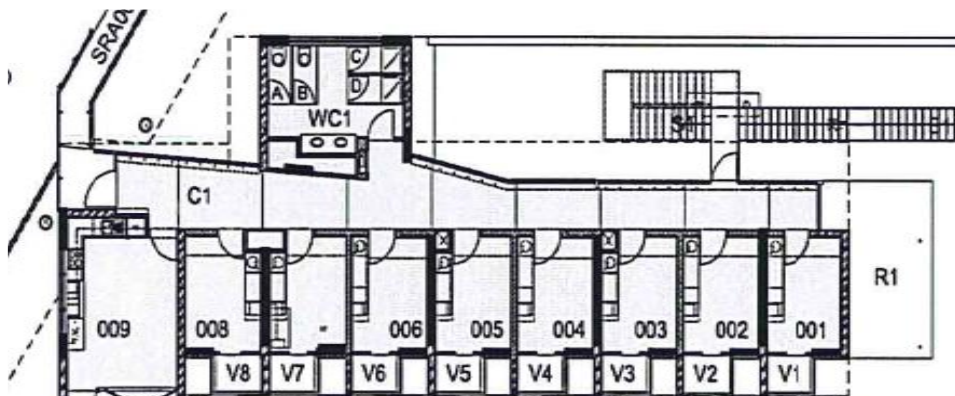
All holiday guests are charged on a daily basis. The price includes linen provision and cleaning services for common areas only. Students of the University of Cyprus (see categories 1.1 and 1.2), who stay in the Student Halls for a period of one month or longer, are charged on a **monthly** basis.

Below, you may view the architectural plan of our buildings according to the type of rooms.

Type A rooms



Type B rooms



4. Room Equipment

A typical study bedroom is provided with the following equipment:

- 1 single bed frame
- 1 mattress/1 mattress cover
- 1 pillow/1 pillow case
- bed linen (one pair of bed sheets and a pillow case)
- 1 desk
- 1 desk chair

- 1 closet
- A/C
- central heating
- bookshelves
- 1 desk lamp
- 1 mirror
- 1 chair
- 1 dustbin
- 1 blind
- Telephone
- 1 ceiling fan (Type B rooms)
- Washbasin (Type B rooms)
- Bathroom/toilet and wash basin (Type A rooms)

5. Facilities / Services

5.1 Linen Provision

The Housing Office provides all holiday guests with linen and specifically with one pair of bed sheets and one pillow case. Residents are responsible for laundering their own bed linen.

5.2 Cleaning Services

All common areas and **shared** bathroom facilities are cleaned on a daily basis.

5.3 Laundry Service

There is a laundry room located in building 13, for use by the residents.

5.4 Telephone Service

There is a telephone service available in each floor corridor for University extensions and for **emergency** calls only.

5.4.1 Outgoing calls

For outgoing calls residents may use the Phone Booth, which is situated in Building 13. The phone is operated with telecards which residents can buy at any kiosk.

5.4.2 Incoming Calls

Residents may receive incoming calls. The code number used for Cyprus is 00357 – 2289/ floor corridor telephone extension.

5.5 Internet Access

All guests have **free** internet access in their bedroom using an ethernet cable (more details can be given upon arrival at the Residents Information Center).

5.6 Maintenance

For maintenance and other accommodation problems residents may contact the Residents Information Centre.

5.7 Snackshop

All student halls are self-catering. Residents are responsible for the provision and preparation of their meals. **A small snackshop operates on the new campus from 7.30 am-3.00 pm Monday-Friday, during the academic year.**

5.8 Bus Service

A University minibus runs free of charge at certain times from Student Halls to Old Campus/Town Centre. You may view the schedule at the following link:

<http://www.ucy.ac.cy/goto/hure/el-GR/diadromesleoforion.aspx>

Additionally, a Public Bus service is provided at regular hours from Monday to Sunday except on public holidays. You may view the schedule on their website at <http://www.osel.com.cy>

For more information residents may contact the Residents' Information Centre.

5.9 Parking

A number of parking places are available within the area of student halls.

5.10 Security Service

In case of emergency outside working hours, residents should contact the **Security Officer at tel.: 96100038**

5.11 Resident's Information Centre (RIC)

The Residents' Information Centre of the Housing Office is located at the Student Halls in building 13. The Centre is available to help residents with any accommodation problems they encounter from **Monday-Friday, 7.30 a.m.-2.30 p.m.** (tel. ext. 3001, 5144).

6. Application Procedure

Applicants must complete the Housing Application Form. Please note that there are two types of forms, A for individuals and B for groups. The applicants should complete the type of form that applies to them and send it to the Housing Office before the deadline. The deadline for submitting applications for the summer period of each year is **May 31st**. By the end of the deadline the Housing Office proceeds with reservations and sends to all valid applicants an official document with account and payment details.

7. Rent Payment

The rent for the **total period of stay** is **paid in advance** before arrival. Payments are made payable in the following **bank account number**:

UNIVERSITY OF CYPRUS

BANK OF CYPRUS

SANTA ROZA STREET

BANK ACCOUNT: 0128-05-023773

IBAN NO: CY 0500 200 128 0000 000 5023 77300

SWIFT CODE: BCYP CY2N

REFERENCE: Holiday accommodation – name/surname of resident

Applicants should send a copy of the **bank payment slip** to the Housing Office the latest one month prior to arrival. If not, the room reservation is cancelled.

Please note that bank transaction charges and commissions should be paid over and above the amount of rent.

8. Cancellation/Refund Policy

A 30% cancellation fee is charged for cancellations made after payment. Cancellations made within the last two weeks of arrival date or no show are not subject to refund.

9. Arrival in Cyprus - Check In Procedure

Please choose either the Airports of Larnaca or Paphos as there are the only recognized airports of the Republic of Cyprus. Do not travel through ERCAN airport as this is not a legal airport.

Upon arrival guests should contact the **Residents Information Centre (RIC)** of the student Halls in order to sign the Guest Arrival Card and pick up their room keys. Arrivals should take place during office hours, that is Monday – Friday 07:30 – 14:30. Guests may contact the RIC at the phone number 22893001/5144, during office hours.

10. Further Information

Should you need any further information regarding accommodation, please do not hesitate to contact the:

Housing Office

Council-Senate Building "Anastasios G. Leventis" (Ground Floor)

University of Cyprus

New campus

Athalassa Area (Agladzia-Geri Road)

P.O.Box 20537

1678 Nicosia – Cyprus

Tel. 22894038

Fax: 22895378

Email: housing@ucy.ac.cy



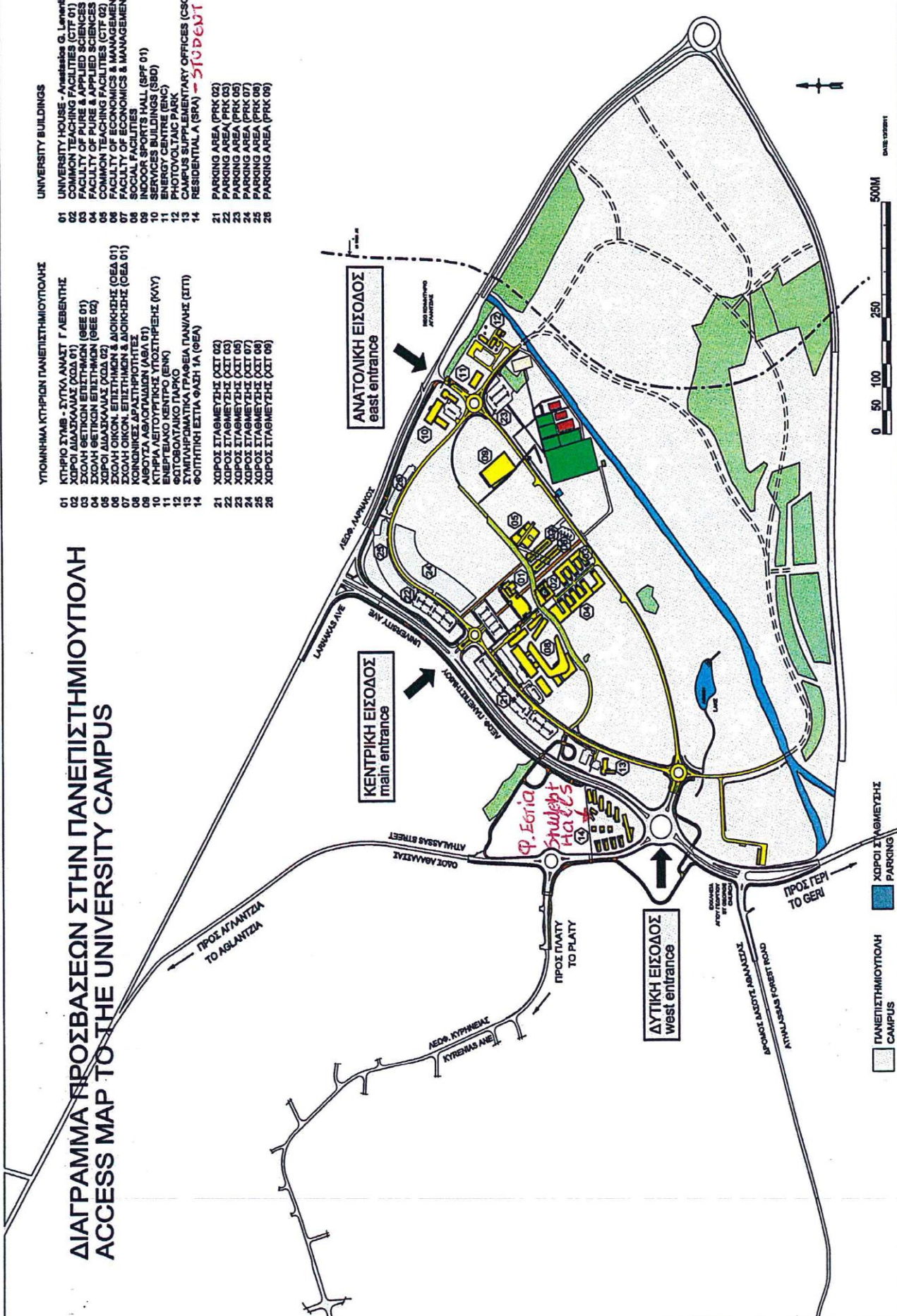
ΔΙΑΓΡΑΜΜΑ ΠΡΟΣΒΑΣΕΩΝ ΣΤΗΝ ΠΑΝΕΠΙΣΤΗΜΙΟΥΠΟΛΗ ACCESS MAP TO THE UNIVERSITY CAMPUS

ΥΠΟΜΗΝΙΑ ΚΤΗΡΙΩΝ ΠΑΝΕΠΙΣΤΗΜΙΟΥΠΟΛΗΣ

- 01 ΚΤΗΡΙΟ ΣΥΜΒ - ΣΥΛΤΑ ΑΝΑΣΤ Γ ΛΕΒΕΝΤΗΣ
- 02 ΧΩΡΟΙ ΔΑΔΑΣΚΑΛΙΑΣ (ΣΧΔ 01)
- 03 ΣΧΟΛΗ ΘΕΤΙΚΩΝ ΕΠΙΣΤΗΜΩΝ (ΘΕΕ 01)
- 04 ΣΧΟΛΗ ΘΕΤΙΚΩΝ ΕΠΙΣΤΗΜΩΝ (ΘΕΕ 02)
- 05 ΧΩΡΟΙ ΔΑΔΑΣΚΑΛΙΑΣ (ΣΧΔ 02)
- 06 ΣΧΟΛΗ ΟΙΚΟΝ. ΕΠΙΣΤΗΜΩΝ & ΔΙΟΙΚΗΣΗΣ (ΟΕΔ 01)
- 07 ΣΧΟΛΗ ΟΙΚΟΝ. ΕΠΙΣΤΗΜΩΝ & ΔΙΟΙΚΗΣΗΣ (ΟΕΔ 02)
- 08 ΑΝΘΡΩΠΙΝΑ ΑΣΦΑΛΙΣΜΑΤΑ (ΑΒΑ 01)
- 09 ΚΤΗΡΙΑ ΛΕΙΤΟΥΡΓΙΚΗΣ ΥΠΟΣΤΗΡΙΞΗΣ (ΚΛΥ)
- 10 ΕΝΕΡΓΕΙΑΚΟ ΚΕΝΤΡΟ (ΕΝΚ)
- 11 ΚΤΗΡΙΑ ΛΕΙΤΟΥΡΓΙΚΗΣ ΥΠΟΣΤΗΡΙΞΗΣ (ΚΑΥ)
- 12 ΦΩΤΟΒΟΛΤΑΙΚΟ ΠΑΡΚΟ
- 13 ΣΥΜΠΛΗΡΩΜΑΤΙΚΑ ΓΡΑΦΕΙΑ ΠΑΝ/ΜΗΣ (ΣΠΤ)
- 14 ΦΟΙΤΗΤΙΚΗ ΕΣΤΙΑ ΦΑΣΗ 1Α (ΦΕΑ)
- 21 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 02)
- 22 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 03)
- 23 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 05)
- 24 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 07)
- 25 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 08)
- 26 ΧΩΡΟΣ ΣΤΑΘΜΕΥΣΗΣ (ΣΤ 09)

UNIVERSITY BUILDINGS

- 01 UNIVERSITY HOUSE - Anastasio G. Leventis
- 02 COMMON TEACHING FACILITIES (CTF 01)
- 03 FACULTY OF PURE & APPLIED SCIENCES (FST 01)
- 04 FACULTY OF PURE & APPLIED SCIENCES (FST 02)
- 05 COMMON TEACHING FACILITIES (CTF 02)
- 06 FACULTY OF ECONOMICS & MANAGEMENT (FEB 01)
- 07 FACULTY OF ECONOMICS & MANAGEMENT (FEB 02)
- 08 SOCIAL FACILITIES
- 09 INDOOR SPORTS HALL (SPF 01)
- 10 SERVICES BUILDINGS (SBD)
- 11 ENERGY CENTRE (ENC)
- 12 PHOTOVOLTAIC PARK
- 13 CAMPUS SUPPLEMENTARY OFFICES (CSO)
- 14 RESIDENTIAL A (SRA) - **STUDENT HALLS**
- 21 PARKING AREA (PRK 02)
- 22 PARKING AREA (PRK 03)
- 23 PARKING AREA (PRK 05)
- 24 PARKING AREA (PRK 07)
- 25 PARKING AREA (PRK 08)
- 26 PARKING AREA (PRK 09)



UNIVERSITY OF CYPRUS
HOLIDAY ACCOMMODATION

A. APPLICATION FORM FOR INDIVIDUALS

1. Personal Data	
Family Name	
First Name(s)	
Date of Birth/Age at Departure	
Passport Number	
Nationality	
Sex	()F ()M
Applicants with any disability may wish to draw this to the attention of the University authorities	() Special Needs Indicator
Restrictions/Allergies	
Permanent Address (address for correspondence)	
Street and No.	
Postal Code and City	
Country	
Telephone No./Fax No./E-mail	
Status	() Student () Academic () Guest
2. Purpose of Travel	() School of Greek Language () Conference () Other. Please specify
3. Contact Person at the University of Cyprus	
Family Name	
Name	
Position	
Department	
Telephone No/Fax No/E-mail	
4. Travel Information	
Arrival Date	
Flight Number	
5. Housing Information	
Please assign me a room of the following type	Please tick X in one of the boxes. [] Type A [] Type B
In case my room choice cannot be satisfied	Please tick X in one of the boxes. () Please assign me any room type available () Do not assign me any room
Exact Rental Period	Arrival Date: .../...../..... Departure Date: .../...../.....
6. Signature of Applicant	
Date	Signature.....

UNIVERSITY OF CYPRUS
HOLIDAY ACCOMMODATION

B. APPLICATION FORM FOR GROUPS

<i>The application form should be completed by the group Leader/Contact person.</i>	
1. Personal Data of Group Contact Person/Leader	
<i>Family Name</i>	
<i>First Name</i>	
<i>Status/Position</i>	
<i>Organization</i>	
<i>Country</i>	
<i>Telephone No/Fax No/Email</i>	
2. Group Data	
<i>Number of persons in the group</i>	
<i>Number of Females</i>	
<i>Number of Males</i>	
<i>Status of Persons</i>	() Students () Academics () Other. Please specify.....
<i>Country of Origin</i>	
<i>Purpose of Travel to Cyprus</i>	() School of Greek Language () Conference () Other. Please specify
3. Contact Person at the University of Cyprus	
<i>Family Name</i>	
<i>First Name</i>	
<i>Position</i>	
<i>Department</i>	
<i>Telephone No/Fax No/E-mail</i>	
4. Housing Information	
<i>Please assign the group rooms of the following type</i>	Please tick X in one of the boxes. [] Type A [] Type B
<i>In case the room choice cannot be satisfied</i>	Please tick X in one of the boxes. () Assign any room type available () Do not assign the group any rooms
<i>Exact Rental Period</i>	Arrival Date: .../...../..... Departure Date: .../...../.....
5. Terms of Payment	
<i>Please indicate the way of rent payment</i>	() The rent will be paid individually by the members of the group () The rent will be paid in total by the group contact person / leader () Other. Please specify
6. Signature of Applicant	
<i>Date</i>	<i>Signature.....</i>

When complete, please return the housing application to housing@ucy.ac.cy

**STUDENT WELFARE SECTION
HOUSING OFFICE**

HOLIDAY ACCOMMODATION RULES

**STUDENT HALLS
(OBLIGATIONS OF RESIDENTS)**

1. Check in Procedure

Upon arrival at the Student Halls the tenants:

- 1.1.** Report at the **Resident's Information Centre (RIC)** located at the Student Halls
- 1.2.** Sign the **Guest Arrival Card** and receive the **Statement of Room Equipment**
- 1.3.** Pick up their set of keys which consists **of 4 keys**:
 - The room key
 - The key for the entrance door of their block/ building
 - The key for the personal kitchen cupboard
 - The key for the personal mailbox
- 1.4.** Are directed / guided to their block and bedroom
- 1.5.** After checking their bedroom, they sign the **Statement of Room Equipment** and **return** it to the **RIC**.

2. Check out procedure/Return of keys

Before each tenant's departure, the bedroom/common area is inspected according to the Statement of Room Equipment. In case of any damages, losses and unaccounted damages, the tenant will be charged accordingly.

Upon departure, tenants are responsible for **returning the set of keys to the RIC**. In case the set of keys are not returned, tenants are charged with the amount of **€50**.

Loss of Keys:

For security reasons, in case of key loss, each tenant is obliged to inform the RIC **immediately**, so that we proceed to replace the room/entrance locker as soon as possible. The tenant will be charged accordingly.

3. Rules of Residence

The Accommodation Rules are applied to all tenants and their guests/visitors. The rules for well cohabitation at the Students' Halls presuppose some restrictions. The tenants must respect each other's rights of security, privacy, time for relaxation, time for studying and sleeping, and to ensure a good accommodation environment for all residents.

3.1. Tenants' behaviour

Each tenant must behave courteously and in a way that will not disturb or endanger other tenants', the staff/co-operators of the Housing Office and the Housekeepers health or bodily integrity. Additionally, tenants must not cause damages to their bedrooms or communal places of the Students Halls.

3.2. Noise

Extreme noise is considered to be an annoyance for the rest of the tenants. The tenants of each building must know and follow the rules of **common tranquillity which are from 15:00 until 17:30 and from 23:00 a.m. until 8:00 p.m.** Except those hours, the tenants of each building are expected to respect other people's wish for quietness throughout the (day) 24 hours.

3.3. Throwing Things Away

Throwing things away through the windows/balconies is strictly prohibited.

3.4. Pets keeping

Keeping pets in the rooms and/or communal areas is strictly prohibited.

3.5. Third Party Hospitality

Third party overnight stay, is allowed only after the Housing Office is informed by tenants. The overnight stay **must not exceed the two back-to-back nights or other nights within the same week.** The tenants are fully responsible for their guests' behaviour and they are obliged to pay the charge of any damage that might be caused by their guests.

4. Cleanliness/Sanitation Rules

Cleanliness is extremely important for the normal and effective function of the Students' Halls. Each tenant must have in mind the following:

- Bedroom and communal areas must be kept clean and all sanitation rules must be followed. Tenants should **supply themselves with cleaning supplies** for their bedrooms.
- All communal areas are cleaned on a daily basis by the housekeepers of the Housing Office. However, tenants are responsible for **washing up their dishes, pans, utensils, crockery and cleaning the cooker and the work tops after use.**
- Residents are responsible for **laundrying their own bed linen.**

5. Tenants' Security and Health

For the security and welfare of all residents, a video surveillance system is operating at the external communal/public areas of the Student Halls. Note that video surveillance system is operating on all premises of the University.

For security and health reasons, each tenant must:

- Lock the door, window/balcony door of their bedroom
- Take care so that the exit and entrance doors of each deck remain close.

- Immediately inform the Housing Office in case of room and/or entrance key loss of the building.

Tenants should also have in mind the following:

5.1. Fire

Lighting a fire within the Students Halls is strictly forbidden. In case of events from organized student teams which include barbecue preparation, lighting a fire is allowed only after the Housing Offices' approval.

5.2. Use of flammable material / weapons / explosive materials / drugs

The use of materials that threatens tenants' health and security is strictly forbidden. Such materials are: flammable materials i.e. gas, weapons, explosive materials, drugs and any other forbidden materials.

5.3. Smoking

Smoking is strictly prohibited in all enclosed areas of the Student Halls, including the tenant's bedrooms. The use of electronic cigarette is also prohibited. Each tenant has the right to ask from another tenant not to smoke in those areas.

6. Outdoors events

The organisation of outdoor events must be made by organised student groups, and not by individuals, after they inform in advance the Housing Office.

** The Accommodation Rules have been approved at the 156th and 235th Senate session (October 2nd, 2002 and April 6, 2005). The Rules were later modified at the 26th and 27th session of the Senate Committee for Students Halls (09 June 2006 and October 25, 2006), the 13th session of the Rector's Council (April 10, 2008), the 175th Session of the Council of the University (March 15, 2010), at the 12/2012 Session Senate (May 23, 2012) and the Senate meeting 5/2014 (March 5, 2014). The Rules were most recently modified in the 246th Session of the Council of the University (February 9, 2015) and 20/2015 Senate Session (September 16, 2015). The Rules were recently modified, at the 7th session of the Committee for Staff and Regulations (July 27, 2016) and in the 2/2017 Session of the Council of the University (February 13, 2017).*

**The above document was translated from Greek to English by a Postgraduate Student of the English Department of the University of Cyprus.*