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## CZU Dormitories/Halls of Residence DORMITORY RULES

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### Article 1

#### **Initial provisions**

- (1) The Accommodation Rules (further only “Rules”) of CZU Dormitories and Halls of Residence (further only “Dormitories”) are valid for CZU and all its units. These Rules set a legal framework concerning the start of accommodation, the rights and obligations of residents, student self-management at the Halls of Residence, their rights, obligations, participation in the management of the Dormitories, obligation towards the residents and representatives of the resident students, internal management of the Dormitories etc.
- (2) CZU Dormitories and CZU Menza are service units of CZU, in accordance with CZU Statutes. Activities of these units are carried out in accordance with Act 111/1998 Coll., subsequent regulations and CZU internal regulations.
- (3) The directives mentioned in these Rules are binding for all parties mentioned in the Rules. These directives are binding for the residents during the period of their accommodation and the period relative to the time line specified in the Rules, including the termination of accommodation. The directives stipulated in Art. 6 are binding beyond the period of accommodation. Except for persons mentioned above, visitors of the Dormitories abide by the Accommodation and Visitors Rules.

### Article 2

#### **Students Self-Management of the Dormitories**

- (1) The executive organ of the student’s self-management of the Dormitories is the Dormitory Board.
- (2) The purpose of the Dormitory Board (DB) is to:
  - a. Fulfil obligations in accordance with this Article of the Rules,
  - b. Defend the justified interests of resident students, i.e. by delegating two representatives of the DB in the Accommodation and Appeals Committees,
  - c. Participate through its authority in the implementation of friendly accommodation/studies atmosphere at the Dormitories,
  - d. Guide the resident students to abide by the Rules, respect order and adequate social behaviour, including care for CZU inventory and CZU assets,
  - e. Inform resident students by means of a bulletin board and a DB web site,

- f. Collect inputs as well as complaints from resident students, and solve any occurring problems with the assistance of relevant Dormitory managers, the director of the Dormitories, or with other authorised personnel of the Dormitories of CZU.
- (3) Members of the DB are elected amongst CZU academia, i.e. resident students at Dormitories. The membership period on the DB and the number of members on the DB is regulated by the DB regulations.
  - (4) Election of new members, in accordance with the DB regulations, is organised by the DB in its composition from the previous academic year. Members of the DB are elected by resident students, always at the start of the academic year.
  - (5) For communication with the director of the Dormitories, or other CZU authorities, the DB is represented by its Head, elected by DB members.
  - (6) Regulations governing the end of membership in the DB are stipulated in the DB Regulations. A DB member can also resign before the end of his/her term, by submitting a resignation letter to the Head of the DB.
  - (7) The head of the DB informs the Rector, Bursar and Director of Dormitories about the membership of the DB. The Head of the DB must inform the Rector, Bursar and director of the Dormitories about any changes in the membership of the DB.
  - (8) The DB is entitled to endorse and/or issue relevant directives concerning its activities. These directives must be in accordance with Art. 2 of the Rules; Internal directives are governed the DB Regulations, or further internal dispositions, according to the requirements of the DB; internal dispositions are binding only for members of the DB. The election rules and management rules of the DB must be endorsed by CZU Academic Senate.

### Article 3

#### **Accommodation at Dormitories**

- (1) Accommodation at the Dormitories is governed by a signed Accommodation Agreement, CZU internal regulations (i.e. CZU statutes, fire and security directives and the Rules) as well as by the Civil Act.
- (2) CZU students studying full time, CZU employees, as well as others, can be accommodated at the Dormitories. Accommodation at CZU cannot be legally enforced and it remains at the discretion of the Dormitory management, if a person will or will not receive accommodation.
- (3) Decision on accommodation of CZU students is based on the Directives on Accommodation at CZU Halls of Residence (i.e. on criteria for student accommodation) and further documents published in their current version at [www.kam.czu.cz](http://www.kam.czu.cz) (in Czech) at the start of each calendar year, at latest by end of April of the previous academic year.
- (4) Applications for accommodation for CZU students are submitted online (access at [www.kam.czu.cz](http://www.kam.czu.cz)); outcomes of applications for accommodation, deadlines for accommodation, Directives for Accommodation etc. are also posted on [www.kam.czu.cz](http://www.kam.czu.cz)
- (5) The period during which a CZU student is entitled to be a resident at the Dormitories is set in the Accommodation Contract, usually related to the relevant academic calendar. Students can be accommodated at earliest one week before the start of the semester, provided the circumstances allow this. The start and end of accommodation period, set in the

Accommodation Contract, may be altered by the director of the Dormitories after consultation with CZU Board.

- (6) CZU students can be accommodated beyond the standard academic calendar (e.g. during summer holidays, compulsory practice and internships, exams etc.), provided that they make the necessary arrangements with the Dormitory managers or the director of the relevant Hall of Residence, Dormitory. The price of accommodation is stipulated in CZU Dormitories Pricelist (further only "Pricelist").
- (7) CZU staff and employees may also be accommodated at CZU. The quota (number) of employees entitled to receive accommodation at the Dormitories is set by the Rector after consulting with relevant heads of CZU academic units; conditions for accommodating CZU staff and employees are set by an internal directive.
- (8) Accommodation of external residents, who are neither CZU students, nor members of CZU staff, is possible according to availability, in accordance with the Pricelist; CZU students and CZU staff always have priority. Accommodation for external residents is arranged on the basis of an Accommodation Contract and in accordance with Accommodation Rules, published on [www.kam.czu.cz](http://www.kam.czu.cz).

#### Article 4

##### **Room allocation**

- (1) The allocation of rooms at the Dormitories is done by the manager of the relevant Hall of Residence and/or the director of the Dormitories, in accordance with requirements of CZU, as well as for reasons relevant to hygiene and/or other prescriptions.
- (2) According to availability, residents may choose their preferred type of accommodation as well as their roommates.
- (3) Married couples (partners) may be accommodated in the same room, provided they will not be accommodated with their children, both partners are full time CZU students and fulfil the conditions for accommodation.

#### Article 5

##### **Termination of Accommodation**

- (1) Accommodation of a resident CZU student is terminated in accordance with conditions that are stipulated in the Accommodation Contract, i.e. if the resident is not anymore a student at CZU, if the resident leaves CZU to study abroad for a more than 1 month, when the period of accommodation stipulated in the Accommodation Contract ends, if the resident cancels his/her Accommodation Contract, if the resident fails to appear, or is evicted from the Dormitories.
- (2) Accommodation of a resident CZU staff is terminated in accordance with conditions that are stipulated in the Accommodation Contract, i.e. if the resident is not anymore a staff member or employee of CZU, when the period of accommodation stipulated in the Accommodation Contract ends, if the resident staff cancels his/her Accommodation Contract, if the resident staff fails to appear, or is evicted from the Dormitories.

- (3) Accommodation of external residents is terminated in accordance with conditions that are stipulated in the Accommodation Rules.
- (4) In case that a resident receives notification on his/her eviction from the Dormitories, signed by the Dormitories director, he/she may submit a written appeal against this decision, addressed to the Rector. The appeal procedures, including the final decision of the Rector, must be finalised within 30 days after the notification on eviction was received by the resident. The start of the eviction procedure is considered to be the first day after reception by the resident of the notification (i.e. the start of communication between the two parties).
- (5) In the event that the resident continues to use the accommodation facilities, even after his/her accommodation was cancelled, in accordance with Sect. 1 – 3 of Article 5 of these Rules, such action is considered as unlawful, and will be sanctioned, as stipulated in Art 6. of the Rules.

#### Article 6

##### **Unlawful use of accommodation facilities**

- (1) Should it come to the notice of the Dormitories' staff that a person is unlawfully using the accommodation facilities at the Halls of Residence / Dormitories, without a valid Agreement on Accommodation in accordance with Article 3 Sect. 8 of the Rules, such person will be charged for the accommodation, from the start of his/her stay. Furthermore, the director of the Dormitories will set a date for the eviction for the unlawfully accommodated person, and charge such person a fine for unlawfully using the Dormitory facilities.
- (2) A resident who has offered, or facilitated, unlawful accommodation to a third person, can also be evicted from the Dormitories, in accordance with Article 5. of the Rules.

#### Article 7

##### **Rights and obligations of residents**

- (1) The rights and obligations of residents are stipulated in the Accommodation Contract, in the Rules, internal directives and the Civil Act; disregard of these rights and obligations may cause untimely termination of accommodation and cancellation of the Contract.
- (2) Besides respecting the above mentioned rights and obligations, residents must also abide by instructions given by the Dormitories' director and the managers of the relevant Hall of Residence.
- (3) Residents must allow free access to their room to authorised personnel of the Dormitories for assessment of the premises. Such personnel must show their CZU Employee ID Card to the resident in order to be allowed entrance. During assessment of the premises the resident's presence is compulsory, except in specific situations (e.g. danger of accident on the premises, situations caused by force majeure etc.) and in case of gross misconduct and breach of the Rules. The resident will be informed by the Dormitories' management about the assessment.
- (4) In case of accidents, necessary repair and cleaning (planned revisions, assessment of the functions of technological appliances, painting of premises etc.), announced 5 days ahead by e-mail or in writing on the bulletin boards of the relevant Hall of Residence, the authorised

personnel of the Dormitories is entitled to enter the premises even in the absence of the resident.

#### Article 8

##### **Visitors of dormitories**

- (1) Visitors to dormitories must abide by the Rules for Visitors, which are posted on the bulletin board at each Hall of Residence and on the Dormitories web [www.kam.czu.cz](http://www.kam.czu.cz).
- (2) A resident is responsible for visitors who come to see him/her, and is accountable for any damage caused by the visitor to CZU inventory and assets. The resident is also held responsible that his/her visitor abides by the Rules for Visitors.
- (3) The Dormitory Rules, Accommodation Rules, Rules for Visitors, and other regulations and directives related to accommodation and management of the Dormitories, are visibly displayed at each Hall of Residence. All above mentioned documents are also published on [www.kam.czu.cz](http://www.kam.czu.cz)

#### Article 9

##### **Responsibility for damage**

- (1) The Dormitories take responsibility for damage occurred to item that have been brought by (or for) the residents, except for damage caused by other actions. Brought items that have been deposited on the premises, are items meant for accommodation or for storing, or that have been deposited with the managers or a staff member appointed by the managers.
- (2) The Dormitories can be held responsible for the safety of jewellery, money and other valuables only in the extent stipulated in the legal execution directives. Residents must keep valuables safely stored, e.g. in a locked closet and in a properly locked room. On request, the relevant Dormitory manager can deposit the resident's valuables in a safe, provided that the valuables do not exceed a certain amount and volume. The Dormitory manager may request the resident to deposit his/her valuables in a closed or sealed in safety deposit box.
- (3) The resident is responsible for preventing the occurrence of any damage.
- (4) The Dormitories are responsible for items brought by the resident only if all above mentioned provisions are duly respected. Responsibility for damage is governed by legal Acts in place (i.e. the Civil Act).
- (5) A request for refund for occurred damage must be submitted to the manager of the relevant Hall of Residence within 15 days from the date that the damage was discovered. The extent of damage must be properly substantiated, i.e. by supplying evidence that the damage actually occurred, that the damaged (stolen) items, valuables or money, were safely stored and all above mentioned provisions have been respected. Reported thefts must be substantiated by an official report from the Czech Police.
- (6) Unpredictable events that occur during accommodation at the Dormitories/Halls of Residence, and eventual transgressions of rules by the residents, are addressed by the manager of the relevant Hall of Residence, and/or by the Dormitory Board.

- (7) Incoming mail (letters, parcels) is delivered to residents by the management of the Dormitories to each Hall of Residence. Money orders and cash are not delivered, on principle.

#### Article 10

#### **Final provisions**

- (1) Disagreements between the Dormitory Board and the Dormitories Management are settled by the Rector, or a person deputed by the Rector for this purpose.
- (2) Any changes of the Rules must be agreed upon by the CZU Academic Senate.
- (3) These Rules come in to force, after endorsement by the CZU Academic Senate, on 4 April 2013.

In Prague on 3 April 2013

prof. Ing. Jiří Balík, CSc.  
rektor  
*v. r.*