

**CHARLES UNIVERSITY IN PRAGUE, DORMITORIES AND REFECTORIES, Voršilská 1, Praha 1**

Ref.No. 297/2015  
Prague, April 21, 2015

**DIRECTOR'S PROVISION NO. 9/2015**

**Rules of accommodation in Charles University dormitories**

- Based on:

**Section 13 par. 2 of the Code of accommodation and catering services, Charles University in Prague**

## **Rules of accommodation in Charles University dormitories (hereinafter "Rules")**

### **Section 1 Initial provisions**

1. These Rules, in terms of the Code of accommodation and catering services, Charles University in Prague (hereinafter "Code of services"), the accommodation of students and other people during the academic year in the dormitories of Charles University in Prague (hereinafter "Charles University"), located in Prague, Brandýs nad Labem – Stará Boleslav, Hradec Králové and Pilsen.
2. For the purposes of these Rules, the term "accommodation area" is established, divided to:
  - a) Accommodation area Prague (i.e. Prague and Brandýs nad Labem – Stará Boleslav),
  - b) Accommodation area Hradec Králové,
  - c) Accommodation area Pilsen.
3. The applicants can submit the application forms for accommodation using the following means:
  - a) Directly for a free capacity, in the accommodation offices of dormitories;
  - b) Using the web sales portal, for a free capacity (hereinafter "Portal")
  - c) Using the reservation evaluation system, for the capacity reserved for the evaluation system (hereinafter "evaluation system").
4. The dates for submitting application forms for accommodation and for other accommodation-related issues are displayed in the valid Accommodation schedule in Charles University dormitories (hereinafter "Schedule"), issued by the director as a separate provision.
5. The holiday accommodation starts and ends on the day according to the valid Schedule.
6. Unless disabled by serious operational reasons, the applicants for holiday accommodation will be offered the accommodation in the same premises as before.
7. These serious operational reasons include:
  - a) Optimization of capacities in order to use the dormitories during the holiday period more effectively,
  - b) Maintenance, repairs and service works in the dormitories.
8. These Rules are published on official boards of each Charles University dormitory and on the website [www.kam.cuni.cz](http://www.kam.cuni.cz) (hereinafter "web").

### **Section 2 Groups accommodated in Charles University dormitories**

1. For the standard price, the following groups of people are accommodated:
  - a) Student of Charles University or another public or state-owned university or college (hereinafter "University") in the daily or combined form of study, in the Czech language, upon presentation of a proof of study, or an applicant accepted for study on the Charles University in the daily or combined form of study, in the Czech language, upon presentation of the certificate of acceptance.
  - b) Student of doctoral degree programs (hereinafter "DD").
  - c) Non-studying personal assistant/guide of a student with the ZTP or ZTP-P certificate, upon presentation of the affidavit confirming the care for the accommodated student, and a copy of the student's ZTP or ZTP-P card.
  - d) An intern, based on the written order of a faculty or another part of Charles University.
  - e) Student of Erasmus/Sokrates programs, based on a written order of the European Office of Charles University, upon payment the long-term deposit.
  - f) Charles University employee, upon presentation of a valid employee card.
  - g) Guest of a faculty or other Charles University part, based on the order of the organization.

The orders required by points d), e), f), g) are submitted to the central accommodation office of Refectories and Dormitories, Voršilská 1, 116 43 Praha 1.

2. Students of parallel study programs in foreign languages (hereinafter "self-payers") and other people are accommodated based on the valid rules according to the relevant director's provision.

### **Section 3 Favored applicants for accommodation**

1. In the evaluation system, the following people can require accommodation:
  - a) Holders of TP, ZTP or ZTP-P cards;
  - b) Guide of the applicant who's got a ZTP-P card in case the ZTP/P card holder requires so, and both are accommodated in the same dormitory;
  - c) Orphans;
  - d) People entitled for a contribution to poverty relief pursuant to Act No. 111/2006 Coll., on poverty relief, as amended.
  - e) Students selected by the Dean, pursuant to section 4 par. 5 letter e.Points a), c) and d) only apply to Charles University students or applicants accepted for study at Charles University, and must prove it accordingly.
2. An applicant that falls to the aforementioned categories will always be granted accommodation provided he/she can prove the necessary facts, a room of the required type is available, and Dormitories and Refectories haven't terminated an Accommodation agreement with the applicant during the last 2 years, and that the applicant isn't in debt exceeding Czk 4,000 with the Charles University dormitories on the last day the applications can be submitted.

### **Section 4 Submitting the application forms for accommodation**

1. The application forms for accommodation are submitted on the dates set by the Schedule, for the academic year, or for the whole course of study. If the capacity of the dormitory allows, the application form may be submitted for the school year period.
2. The application forms for accommodation are submitted in the office of the dormitory, or via the Portal, by the following people:
  - a) Students of Charles University and other universities/colleges, with the accommodation for the academic year, or they extended their accommodation to the end of the academic year before the deadline as set in the Schedule; these applicants are, until the deadline as set in the Schedule, guaranteed the offer of the same accommodation type as they are currently.
  - b) Students of Charles University and other universities/colleges, with the accommodation for the school year.
  - c) Students of Charles University and other universities/colleges, and applicants in terms of section 2, without the accommodation for the academic year.These applicants will always be granted accommodation provided the capacity of the given dormitory allows it, and Dormitories and Refectories haven't terminated an Accommodation agreement with the applicant in the past, and that the applicant isn't in any debt with Dormitories and Refectories.
3. Upon submitting the application form in the accommodation office, the applicant will pay the deposit according to section 6. If the request is approved then this becomes the reservation fee.
4. The application form can be submitted via Portal in the following way:
  - a) The applicant marks the required facilities using the web interface, and sends his/her request.
  - b) If the request is approved, the electronic system confirms the booking to the e-mail address stated by the applicant. The applicant must pay the long-terms deposit as required by section 6, otherwise the booking is cancelled.

5. The favored applicants defined by section 3 can also make a request using the evaluation system. The procedure is detailed in the Schedule.
  - a) A student- ZTP/ZTP-P card holder submits the shared accommodation request for his/her assistant.
  - b) All certificates necessary for the application must be delivered at least on the last working day in the submitting period according to the Schedule. The applicant must deliver the certificate to the management of Dormitories and Refectories either personally or by e-mail.
  - c) If the application form isn't filled out properly or has other faults, the applicant will be asked to fix it.
  - d) The applicant may only submit one valid accommodation request per period. In the electronic application form, the applicant chooses the types of beds he/she prefers. The number of possible types of beds per application isn't limited.
  - e) Until June 6 of the present year, Dormitories and Refectories will ask the faculties for lists of students of bachelor's, master's and postgraduate programs with an important share in the scientific and research work of the faculty, or actively participating in projects, grants and presentation of results at student conferences, symposia and other activities, and those awarded by Deans of the respective faculties.
  - f) If the request is approved, the electronic system confirms the booking to the e-mail address stated by the applicant. The applicant must pay the long-terms deposit as required by section 6, otherwise the booking is cancelled.
6. A student-parent must submit the application form directly in the accommodation office of Hvězda dormitory, in the period defined by the Schedule. If the required accommodation capacity is vacant for the given period, the request will be approved.
7. A student studying a parallel study program in a foreign language, accommodated in the ongoing academic year, submits the application form with the accommodation request in the accommodation office of his/her dormitory. The applicant for a parallel study program in a foreign language, accepted for study, submits the application form with the accommodation request at the foreign department of the relevant Charles University faculty. The accommodation of students and applicants accepted for studies as part of CERGE and UJOP projects will be governed by a separate agreement.
8. If the required accommodation capacity is vacant for the given period, the request will be approved if the applicant meets the criteria of section 2 par. 1 letter d), e), f), g). The written approval decision will be delivered without any delay to the applicant.

## **Section 5 Holiday accommodation**

1. The period of the holiday accommodation is set by the Schedule. The requests for this type of accommodation are also received according to the Schedule, and then during the whole holiday period; they are answered based on the current vacant capacity. In case there will be more demand than the dormitory can offer, the applicants will be recommended other free capacities.
2. Requests for holiday accommodation may be submitted via Portal or in the accommodation office of the relevant dormitory. The application form can be delivered personally, by registered mail or e-mail. Opening hours for personal delivery will be published on the official board of each dormitory, and on the website of Dormitories and Refectories. Unless the applicant stays in the same dormitory for which he requires holiday accommodation, the application form must be submitted according to the accommodation area:
  - a) for accommodation in Prague and Brandýs nad Labem-Stará Boleslav – in the accommodation office of the relevant dormitory
  - b) for accommodation in Pilsen – in the accommodation office of Bolevecká dormitory  
address: Bolevecká 34, 301 66 Plzeň
  - c) for accommodation in Hradec Králové – in the accommodation office of Na kotli dormitory  
address: Na Kotli 1147, 502 96 Hradec Králové.

3. The user who has signed the Accommodation agreement for the period of the school year calculation, until the end of the school year, ask for the extension of the accommodation period until the end of the academic year. The request must be submitted to the accommodation office of the relevant dormitory. In case of lack of vacant capacity in the dormitory, the user may ask for the extension of accommodation in another dormitory, in the accommodation office of the said dormitory, or via the central accommodation office of Dormitories and Refectories. The price for accommodation will be calculated using the valid price list in accordance with the relevant director's provisions – both accommodation periods will add up. This price will be charged upon the end of accommodation.
4. The holiday accommodation doesn't necessarily have to be in the same room, wing or dormitory as during the school year.
5. The dormitory board or its empowered representative can propose booking of the rooms for the holiday accommodation. These proposals will be approved, unless preventing the full use of all beds during the whole holiday accommodation.
6. In case a bed is freed in the capacity reserved for holiday accommodation before the start of this accommodation, the applicants may start using this bed even before the holiday accommodation period starts.
7. The user of the holiday accommodation will be offered the accommodation in the normal school year according to valid bookings, no later than a week before the first possible day of this accommodation in the relevant dormitory, if the said dormitory is assigned to the user for the normal school year, and unless this place is taken by another user of the holiday accommodation.
8. The payment for the holiday accommodation is always done for the accurate number of days in the specific calendar month. The payments will be received until the first day of the month (July 1, August 1, September 1), or until the day of moving in, in case the accommodation starts later than on the first day of the calendar month.
9. With respect to the need to issue the residence permit for foreign students (except EU citizens), the payment from these students will be collected in advance, for the same period as the period for which the residence permit is issued during the holiday.

## **Section 6**

### **Accommodation agreement, booking and long-term deposit**

1. In case the request for the accommodation in Charles University dormitories, submitted in the accommodation office according to section 4 par. 3 is approved, the user will be given the draft of the Accommodation agreement (available right in the accommodation office of the relevant dormitory). The approval is only valid upon the payment of the long-term deposit in the accommodation office of the dormitory when the application form is submitted.
2. In case the request for the accommodation in Charles University dormitories, submitted according to section 4 par. 4 and 5, is approved, the draft of the Accommodation agreement will be sent to the e-mail address stated by the user.
3. Based on the approval of the accommodation request according to section 4 par. 4 and 5, the user has the right (option) for accommodation. To use the option, i.e. to confirm his/her interest in accommodation in the dormitory, the user must pay the deposit in the period according to the Schedule, no later than 7 days since he/she received the draft of the Accommodation agreement, to the account of the Charles University dormitory. This is understood as booking of the dormitory. If the deposit doesn't arrive on Charles University bank account before the deadline, the option is void.
4. Foreign students, and foreign applicants accepted for the first form of study, can pay the deposit upon the start of the accommodation, in the relevant accommodation office of the dormitory. In this case, the option is considered used, when the student sends a request for delay of deposit payment to the accommodation office of the relevant dormitory. The request for delay must be delivered before the normal deadline for long-term deposit payment.
5. The deposit can be paid by the following ways:
  - a) In cash in the accommodation office of the relevant dormitory,
  - b) Using a debit or credit card in the accommodation office of the relevant dormitory,

- c) By a bank transfer to the Charles University dormitories (recommended is only a payment in CZK from a bank in the Czech Republic,
- d) By a bank transfer to the Charles University dormitories from an account in a foreign bank – all costs related to the international bank transfer will be charged by the Charles University dormitories to the user,
- e) By a postal money order of Czech Post Office to the account of Charles University dormitories.

In case of a bank transfer or postal money order, the decisive factor is the date when the money arrived on the account of Charles University dormitories, or when the order slip was delivered by the Czech Post Office. The bank account details, including obligatory variable symbols, and examples of a correctly filled postal order, will be available on the website.

- 6. In case the applicant paid the deposit, the draft of the Accommodation agreement is considered accepted and the Accommodation agreement is effective as of the day the deposit is paid.
- 7. Upon the start of the accommodation, the user presents one copy of the Accommodation agreement in the relevant accommodation office at the dormitory, together with the proof of the deposit payment.
- 8. If the user doesn't commence the accommodation in the dormitory until the date set by the Schedule, has been sent the Accommodation agreement, has paid the deposit and hasn't informed the accommodation office in writing on the delay, the booking is cancelled, and the long-term deposit will return to the user, minus the handling fee based on the standard price list (i.e. refund for the costs related to the booking and its cancellation).
- 9. The dates to commence the accommodation in Charles University dormitories will be published on the web, as stated by the Schedule. At the same time, the web-based booking application will start, for the users to book the commencement date.

## **Section 7 Capacities for accommodation**

- 1. Until the date for submitting the accommodation requests in accommodation offices, Charles University dormitories will provide the detailed outline of the accommodation capacities for students studying in the Czech language, including the numbers of rooms and their categorization into different types in different Charles University dormitories, and including the detailed capacities for accommodation in the school year and in the academic year.
- 2. The allocation of capacities for holiday accommodation is the responsibility of the director of Charles University dormitories. The allocated capacities will be published by a separate director's provision on the website <http://www.kam.cuni.cz/>.
- 3. The dormitory manager, in cooperation with the Department of accommodation services of Charles University dormitories, and the dormitory board, will allocate the capacities for holiday accommodation. The allocation of these capacities will be done with regard to the requirements for accommodation and operational and technical conditions of the dormitory, and is subject to approval by the director of Dormitories and Refectories of Charles University. The dormitory manager will inform the dormitory board on these allocated capacities. This information will be published on the official board and on the website of Charles University dormitories <http://www.kam.cuni.cz/>.

## **Section 8 Final provisions**

- 1. If some of the information stated in the accommodation request will show as fundamentally incorrect, it will be considered serious breach of the Accommodation agreement.
- 2. If the applicant cannot be personally present at the beginning of the accommodation according to the relevant Schedule, a person appointed by the user can take over the accommodation premises. The signature on the authorization must be confirmed by an appropriate authority. In case the signature isn't confirmed by an appropriate authority, the accommodation can't be provided.

3. During the current academic year, it may be checked that the accommodation conditions are met, and that the information stated in the application forms is correct.
4. These Rules don't apply for the accommodation in the dormitory Vokovice, managed by the Faculty of Physical Education and Sport. The detailed information on the application and related procedures will be published by the said faculty.
5. The bookings of specific rooms in the dormitories will be made by accommodation offices in cooperation with the dormitory boards. The booking procedure will be specified in separate director's provisions after the discussion in the Committee of the dormitory board heads.
6. In case there's free capacity after the start of the accommodation in Charles University dormitories, the dormitories and the user may sign an attachment to the Accommodation agreement, providing the user with the whole multiple-bed room, for the price equal to the standard price multiplied by the number of unused beds in the room, unless the director of Dormitories and Refectories of Charles University sets a lower price.
7. The Charles University dormitories don't provide allowances for accommodation. For such allowance, the user can only ask in accordance with the valid Rector's provision on scholarships and allowances to support accommodation on the Charles University.
8. These Rules of accommodation were approved by the Board of Dormitories and Refectories of Charles University on April 21, 2015.
9. These Rules of accommodation are valid and effective as of the date of issue.

Bc. Jan Šimek, MSc., v. r.

Ing. Jiří Macoun, v. r.

Head of the Board of Dormitories and Refectories director of Dormitories and Refectories,  
Charles University