

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

Ref. no. 655/2016
Prague, Sept 13, 2016

DIRECTOR'S MEASURE No. 16/2016

Principles of accommodation in Charles University dormitories

- To be implemented:
Art. 13 para. 2 of the Charles University Charter for providing accommodation and meal plan services

Principles of accommodation in Charles University dormitories

**Art. 1
Preliminary provisions**

1. The Principles of accommodation in Charles University dormitories (hereinafter "Principles") regulate, in terms of the Charles University (hereinafter "CUNI") Charter for providing accommodation and meal plan services, accommodation for students and other individuals during the course of the academic year (hereinafter "acad. year") in Charles University dormitories (hereinafter "dormitories") located in Prague, Brandýs nad Labem – Stará Boleslav, Hradec Králové, and Plzeň.
2. Applications for accommodation can be submitted by applicants:
 - a. Directly to the accommodation office of the requested dormitory, as long as rooms are available,
 - b. Via the web electronic sales portal (hereinafter "Portal"), as long as rooms are available, or
 - c. Via the reservation evaluation system until the capacity assigned to the evaluation system (hereinafter "ES") is reached.
3. Starting dates for accepting applications for the following acad. year are stated in the current Schedule for accommodation in dormitories (hereinafter "Schedule"), which is issued as a stand-alone provision of the director of CUNI Dormitories and Refectories (hereinafter "director").

**Art. 2
Groups of individuals accommodated in CUNI dormitories**

1. The following are accommodated at standard prices
 - a. Students of CUNI or other public or state universities enrolled in full or part-time study in Czech, upon producing proof of study (hereinafter “students”),
 - b. Applicants accepted to study at CUNI for the following acad. year who will be enrolled in full or part-time study in Czech, upon producing proof of acceptance (hereinafter “applicants”) by the end of the acad. year in which the application for accommodation was submitted,
 - c. Private payers – students of CUNI enrolled in parallel study programs in a foreign language,
 - d. Non-studying personal assistants or guides of students who hold ZTP or ZTP/P cards, upon producing a statutory declaration of tendance for the student accommodated, in accordance with lett. a), and a copy of their ZTP or ZTP/P card while being accommodated in the same dormitory,
 - e. Interns, on the basis of a written order from the faculty or a different branch of CUNI,
 - f. Students of the Erasmus/Socrates programs, on the basis of a written order from the European office of CUNI and upon paying the long-term deposit according to art. 6,
 - g. Employees of CUNI, upon producing a valid employee ID and
 - h. Guests of the faculty or a different branch of CUNI, on the basis of their order, if they are accommodated in connection with non-economic activities of CUNI.
2. **Accommodation reservations are sent to the central accommodation office of Dormitories and Refectories (hereinafter “DaR”), Voršilská 1, 116 43 Prague 1, in accordance with par. 1 lett. c) and letts. e) – h).**
3. Other individuals are accommodated on the basis of current regulations in accordance with the relevant director’s provision.
4. Individuals stated in para. 1 may also be accommodated in rooms intended for guest housing and may be provided with above-standard services, if they are request so. In this case, they will be accommodated at the price of guest housing in accordance with the current director’s provision. Above-standard services are, specifically, daily room cleaning and regular changing of bed sheets and towels.

Art. 3

Applicants for accommodation with concession

1. The following individuals may apply for accommodation using ES:
 - a. Holders of TP, ZTP, or ZTP/P cards,
 - b. Guides of applicants who hold ZTP/P cards, if the holder of the ZTP/P card states this in his/her application and if they will be accommodated together in the same dormitory,
 - c. Orphans
 - d. Individuals getting subsidies due to material need in accordance with law no. 111/2006 Sb. regarding subsidies due to material need, as subsequently amended and
 - e. Students chosen by the dean according to para. 7.

- Individuals under letts. a), c) and d) must be CUNI students or future students accepted to study at CUNI, proof must be produced.
2. As long as they have supplied the stipulated information, the individuals stated in para. 1 will always be satisfied, if the requested room type is available and if the DaR did not at any time in the last 2 years terminate an Accommodation contract with the applicant and the applicant does not owe an outstanding debt of over 4000 CZK to the DaR at the time of submitting their application to ES.
 3. There are specially stated dates in the current Schedule marking the beginning and end of the period for submitting applications for the following acad. year via ES and other pertinent dates necessary for ES to function.
 4. The applicant is required to deliver all certificates required in order to submit an application via ES by the deadline for application submission. The applicant will deliver the certificates to the management of the DaR in person, by mail or by e-mail.
 5. If the application submitted via ES does not contain all the necessary components, or if it has other defects, the applicant will be asked to complete the application.
 6. The applicant for accommodation can submit only one valid application via ES per period of submission, in accordance with the current Schedule. In this electronic application for accommodation, the applicant dictates the type of room in which they would like to be accommodated. Preference for single room types is given on a first come, first serve basis. There is no limit to the number of room type preferences an applicant can dictate in one application.
 7. Up until 20 June of the given year, the DaR will ask individual faculties to submit a list of students enrolled in Bachelor's and Master's programs who have significantly contributed to the academic research work of the faculty, to dealing with projects or grants, to presenting outcomes at student conferences or symposiums or to other activities, who were chosen by the dean of the faculty.
 8. If the application is processed positively, ES will send a confirmation to the applicant via their provided e-mail address to give them the option to accept the contract.

Art. 4

Submitting applications for accommodation

1. Applications for accommodation are submitted for the period of the school year, for the period of the acad. year for the duration of study, or for any shorter period.
2. According to art. 2, applications that are not submitted via ES will always be processed positively if there is an available room in their requested dormitory and for their requested time period. This does not apply if the DaR has terminated an Accommodation contract with the student at any point in the past or if the student owes outstanding debts to the DaR.
3. Applications submitted by accommodated students for the same dormitory for the same type of room for the following acad. year by the deadline stated in the Schedule will always be processed positively. The provision in para. 2 line 2 is not hereby affected.
4. Applications for accommodation can be only be submitted to the accommodation office in person during office hours which are published on the bulletin board of the relevant

dormitory and at the web address www.kam.cuni.cz (hereafter “DaR web”). The form for submitting the application is available at the DaR web.

9. When submitting accommodation applications via the Portal, the applicant must mark their desired dormitory and room type using the web interface and send the request. If the application is processed positively, ES will send a confirmation to the applicant via their provided e-mail address to give them the option to accept the contract.
10. Students who are also parents/guardians can submit applications for accommodation in the family dormitory directly to the accommodation office of Hvězda dormitory. If the requested room type is available for the requested time period, the application will be processed positively. The provision in para. 2 line 2 is not hereby affected.
11. The announcement regarding the processing of the application (order) is sent to the applicant via their provided e-mail address post-haste. This does not apply when applications are submitted in person.

Art. 5

Accommodation during university holidays

1. The beginning and end dates of holiday accommodation are stated in the current Schedule. Holiday accommodation is always covered in the accommodation for the period of the acad. year.
2. The dormitory council or its delegated representative can raise proposals for room reservation for holiday accommodation. These proposals will be accepted, provided they do not prevent rooms being held to full capacity during the entire period of holiday accommodation and it will not be prevented by operational reasons.
3. If a room that is designated for holiday accommodation use is made available before the start of holiday accommodation, the individual who has reserved that room may move into the room before the start of the holiday accommodation period.
4. The director of the dormitory, in cooperation with the Department of accommodation services and the dormitory council of the relevant dormitory (hereafter “DC”), will determine the capacity for holiday accommodation with regard to the requirements of the accommodation and the operational and technical conditions of the dormitory. The decision is subject to approval by the director. The director of the dormitory informs the relevant dormitory council about the determined capacity and also publishes this information on the billboard of the relevant dormitory. The DaR publishes information about capacities on the DaR web at the latest on 30 June of the previous year.
5. If a tenant in holiday accommodation makes a valid reservation at least one week before the deadline for moving into accommodation for the school year in the relevant dormitory, they can transfer to this accommodation, provided they will be accommodated in this dormitory during the school year and their bed is not occupied by another tenant.
6. Because foreign students (except those who are members of the European Union) must be issued a residency permit, they are required to pay in advance for accommodation for the duration of the period corresponding to the holiday period for which they have been issued a residency permit.

Art. 6

Accommodation contract, reservation, and long-term deposit

1. If the accommodation application submitted to the accommodation office in accordance to art. 4 para. 4 is processed positively, the proposed Accommodation contract will be given to the applicant directly in the accommodation office of the relevant dormitory. The application will only be processed positively if the the long-term deposit is paid directly to the accommodation office of the relevant dormitory when submitting the application. By paying the long-term deposit, the reservation is made.
2. If the accommodation application is processed positively in accordance with arts. 3 and 4 para. 5, the proposed Accommodation contract will be sent to the applicant's provided e-mail address.
3. If the accommodation application is processed positively in accordance with arts. 3 and 4 para. 5, the applicant will have the option to accept the contract. In order to do so, that is, in order for the applicant to confirm their interest in accommodation at the dormitory, they must pay a chargeable long-term deposit to the DaR's bank account at most 7 days after receiving the proposed Accommodation contract. By accepting the contract, the reservation is made. If the long-term deposit is not credited to the DaR account in this period, the acceptance is terminated; this does not apply when payment is made by card, in which case it is sufficient to pay the long-term deposit within the time limit.
4. Foreign students and foreign applicants accepted to study as first year students can pay the long-term deposit at the accommodation office of the relevant dormitory upon moving into accommodation. They can accept the contract by sending a request to the accommodation office of the relevant dormitory to defer the deposit payment. The request to defer the deposit payment must be delivered within the period in which the payment would otherwise have to be made.
5. The long-term deposit can be paid
 - a. In cash in person at the accommodation office of the relevant dormitory when submitting the accommodation application,
 - b. By payment card at the accommodation office of the relevant dormitory or via the web payment portal, accessible on the DaR web,
 - c. By bank transfer to the DaR's account, taking into account that only transfers in Czech crowns (CZK) from Czech financial institutions are recommended,
 - d. By bank transfer to the DaR's account from a foreign bank account; any additional expenses associated with accepting a bank transfer from a foreign account will be charged to the tenant by the DaR, or
 - e. By postal money order type A, from the Czech Post Office to the DaR's account.
6. The account number, IBAN and SWIFT codes of the bank account and address of the bank location in which the DaR's account is held, as well as directions for properly marking the payment, are published on the DaR web.
7. If the applicant does not move into accommodation in the relevant dormitory by the deadline stated in the current Schedule but received the proposed Accommodation contract, accepted the contract by paying the long-term deposit, and did not give written notice of payment deferral to the accommodation office of the relevant dormitory, their room reservation will be cancelled and the paid long-term deposit will be reimbursed to them after deducting administrative fees according to standard pricing.
8. The sum of the long-term deposit is dictated in the standard price list.

Art. 7
Commencing accommodation

1. Deadlines for moving into accommodation during the school year, the acad. year and the period of study are stated in the current Schedule.
2. Outside of the period stated in para. 1 it is possible to move into accommodation only during the office hours of the accommodation office or according to a prior arrangement.
3. Moving into accommodation is only possible during office hours of the relevant accommodation office, unless the dormitory director states otherwise. After the end of the period according to the first sentence, moving in will only be possible for applicants with a reserved moving date, in accordance with para. 4, and only if they are present at the arranged time and place.
4. An applicant moving into accommodation during the period stated in para. 1 can reserve a day and time to move in via the web application accessible on the DaR web. Details are published on the DaR web.
5. An applicant who has reserved a day and time to move into accommodation, in accordance with para. 4, has priority when moving in over applicants who did not make a reservation for the same day and same or earlier time; this does not apply if the applicant was not present at their time of reservation at the place determined by the dormitory director.
6. When moving into accommodation, the applicant must prove their identity and submit one current passport photograph for a dormitory ID card.
7. When moving into accommodation, the tenant must present one copy of their Accommodation contract together with proof that the long-term deposit has been paid and proof of study, in accordance with art. 1 para. 1 lett. a), or proof of acceptance to study, in accordance with art. 1 para. 1 lett. b).

Art. 7
Closing provisions

1. Providing information in an application for accommodation that is shown to be incorrect is considered a gross violation of the Accommodation contract.
2. If the applicant cannot be present to commence accommodation in person, their space can be taken by an individual authorized by the applicant. The applicant's signature for the power of attorney must be officially authenticated.
3. During the acad. year, inspections may be carried out to ensure that the conditions for accommodation are being met on the tenant's end. Additionally, inspections will be carried out in order to ensure the validity of information submitted in an application.
4. It is not permitted to apply for accommodation in the Vokovice dormitory of the Faculty for physical education and sport (hereafter "FTVS") as per these Principles. Details about the application process are set and published by FTVS.
5. Reservations for specific rooms in individual dormitories are handled by the accommodation office in cooperation with the dormitory councils. The process for

ensuring room reservations is regulated by the director's provision after being discussed by the Association of the chairs of the dormitory council.

6. The DaR and the tenant may sign an appendix to the Accommodation contract on the basis of which the tenant will be provided with the entire multi-bed room, as long as this is not prevented by operational reasons, which will incur a supplementary charge in the sum of the standard price multiplied by the number of unoccupied beds in the given room, unless the price is lowered by a director's provision.
7. These Principles of accommodation were approved by the Council of DaR on the day of.
8. These Principles are effective from their date of issue.

PhDr. David Emler, Ph.D. m.p.
Chair of the Council of DaR

Ing. Jiří Macoun m.p.
Director of CUNI DaR

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