

B1-11 / 1-HN



PLACKÝ UNIVERSITY IN OLOMOUC
MAIN PU NORM (HN)

B1-11 / 1-HN

University dorm rules Palacký University in Olomouc

Content: The PU dorm rules establish the conditions for providing accommodation to students of the university, the rules for allocating free places in the university dorms along with other rules related to providing accommodation for students including occasional visits.

Compiled by: The legal department of PU

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The following people receive notification of the effectiveness of the new norm according to the current distribution list:

Chancellor, vice-principals, the finance officer, president, deans (including deans of faculties), secretaries (including secretaries of faculties), director of DSHA PU,

Head employees CVT UP, KUP, VUP, PS UP, VTP UP, ASC UP,

Head employees EO RUP, PMO RUP, ORV UP, PTO UP, OVZ UP, OPDV UP, Archive UP, OPOP, OK,

Legal department UP,

Department of internal audits and inspections in PU,

Department of organisation and PU management.

University dorm rules Palacký University in Olomouc

Article 1

Introductory provisions

The Palacký University in Olomouc dorm rules (hereinafter only „rules“) establish the conditions for accommodating students at The Palacký University in Olomouc (hereinafter only „PU“), the rules for allocating free places in PU university dorms (hereinafter only „dorms“), along with further details for accommodating students, sometimes their visitors.

Article 2

Basic provisions

1) The dorms, along with other accommodation facilities, are part of PU facilities, PU dorm administration and PU student halls (hereinafter only „DSHA PU“).

2) The dorms are split into dorm centres, which are run by the director of DSHA PU.

3) Overview of the dorms under DSHA PU administration:

- a) Dorm 17. listopadu, tř. 17. listopadu 54, Olomouc,
- b) Dorm J. L. Fischera block A, Šmeralova 10, Olomouc,
- c) Dorm J. L. Fischera block B, Šmeralova 10, Olomouc,
- d) Dorm M. Kudeřikove, Kateřinska 17, Olomouc,
- e) Dorm E. Rošického, U Sportovní haly 4, Olomouc,
- f) Dorm gen. Svobody block A, Šmeralova 12, Olomouc,
- g) Dorm gen. Svobody block B, Šmeralova 12, Olomouc,
- h) Dorm Šmeralova, Šmeralova 6, Olomouc,
- i) Dorm B. Vaclavka block A, Šmeralova 8, Olomouc,
- j) Dorm B. Vaclavka block C, Šmeralova 8, Olomouc,
- k) Dorm Neředin 1, tř. Míru 113, Olomouc,
- l) Dorm Neředin 2, U Letiště čp. 786, Olomouc,
- m) Dorm Neředin 3, U Letiště čp. 827, Olomouc,
- n) Dorm Neředin 4, U Letiště 847, Olomouc,
- o) Dorm Chvalkovice, Na Zakopě 26, Olomouc.

4) Overview of other accommodation facilities under DSHA PU administration:

- a) Hostel for foreign tutors, Vančurova 2, Olomouc,
- b) Recreation and exercise centre, Horní Udolí 126, Zlaté Hory.

5) DSHA PU provides accommodation and other related services above all to students registered at PU and other persons under the conditions established by these rules. A contract is drawn up between PU, represented by the director of DSHA PU (or another authorised employee, verified by the DSHA PU director) and the person being accommodated.

6) The DSHA PU director, along with the relevant head employees of DSHA PU, are responsible for the material conditions of students in the dorms and for creating conditions for studying and relaxing.

Article 3

Procedure for accommodating live-in students in PU dorms

1) The student hands in a request to be allocated accommodation on the DSHA PU website at the address *skm.upol.cz*, which is part of the official PU server. The request for accommodation includes the student's agreement with the processing of his/her personal details; an example of such an agreement is the attachment number 2 of these rules. Precise instructions are presented on this site in the „news“ section.

2) The decision about the allocation of accommodation (hereinafter only „notification“) is publicised on the DSHA PU website once the student has enrolled onto the accommodation system. If the student request is accepted, then a reservation for a concrete place for accommodation is made in the accommodation system. If this is not so, then DSHA PU will take the concrete place back.

3) The dorm commission (hereinafter only „DC“) decides upon the method of allocating

accommodation to students. DC is made up of representatives of the management of PU, the management of DSHA PU and of representatives of students accommodated in the dorms. DC ensures the accommodation for PU students and other people cooperates with DSHA PU management and with the student dorm self-administration under article 12 of these rules. The reports from DC meetings are published in the DMS.

4) DC establishes a time schedule by the end of February at the latest of each academic year relating to the allocation of accommodation in the dorms and the rules for evaluating students from the point of view of their entitlement to the allocation of accommodation, whereby the basic criteria are the distance between the dorms and their permanent residence, social reasons, health reasons and other criteria.

5) The distance is judged by the time it takes, in minutes, to reach Olomouc using public transport from the permanent residence of the student. The student's permanent residence is kept in the „associate information in the student register“. „Olomouc main train station“ and „Olomouc bus station“ are the destinations for calculating distances for students. This even applies to new students who do not have their details registered.

6) The heads of departments at individual faculties gather information from students in accordance with paragraphs 4 and 5 of this article and enter it into the computer accommodation system.

7) Each student applying for accommodation receives points on the basis of input criteria. The computer accommodation system automatically creates lists with amounts of students according to the amount of points they have. These lists are verified by an employee, who belongs to DSHA PU, displayed in the DMS with direct access for DC members. DSHA PU evaluates the lists according to specific criteria.

8) DSHA PU posts information about the allocation or non-allocation of accommodation on the DSHA PU website for each applicant. 8) DSHA PU posts information about the allocation or non-allocation of accommodation on the DSHA PU website for each applicant. This process is carried out for each applicant before the end of the second working day after which

the DC receives the information about the point border according to the previous chapter.

9) The DSHA PU website contains published information including reminders for students from the second year onwards to conclude their contracts for accommodation by 31.5 at the latest. If there is a good reason why the student from the second year onwards is unable to conclude the contract for accommodation (e.g. through being abroad for a long time), then this must be made known by 31.5 in writing to DSHA PU, whereby the student proclaims an interest in accommodation. If the student from the second year onwards fails to get in touch by 31.5, then he/she forfeits the right to accommodation

A student from the second year onwards, with a good reason for not having concluding a contract for accommodation by 31.5 yet has interest in accommodation and has paid a deposit according to § 555 and subsequent law numbers 40/1964 Coll., of the civil code, as subsequently amended, is obliged to conclude the contract as soon as the problem disappears. This must be carried out before 30.6; otherwise the right to accommodation disappears

10) The DSHA PU website contains information for first year students about the fact they have to immediately conclude a contract for accommodation. The notification only appears to the relevant student and contains information specifically about this student. If there is a good reason why the first-year student is unable to conclude the contract for accommodation (e.g. through being abroad for a long time), then this must be made known in writing to DSHA PU, whereby the student proclaims an interest in accommodation and pays a deposit. If the first-year student fails to conclude a contract by the commencement of teaching, then he/she loses the right to accommodation.

11) DSHA PU posts notifications for students in the second year and onwards about their successful application for accommodation in the first round. This must be posted by 1.9.

The notification must not contain personal information and must not be available to all visitors to the website. It must contain enough information for students in the second year and onwards

to be able to conclude a contract for

accommodation in the remaining free capacity. The accommodation shall then be allocated according to the order in which students sign contracts for accommodation.

12) The student is obliged to follow the DSHA PU website and use his/her own email address for correspondence with PU. The student is contacted by email at least once every 7 days concerning organisation instructions or general information from DSHA PU

Article 4

Administration and organisation of accommodating students in the dorms

1) Students who have successfully applied for accommodation for the whole year have priority in terms of being put into the same rooms on the basis of their previous contract about accommodation. This means they have the same rooms for the following year.

2) Whereby the rooms do not have separate bathrooms and toilets, such as on 17. listopadu and Šmeralova streets, then men and women are allocated separate floors in the building.

3) It is possible to accommodate married and unmarried couples only in the dorms of Neředin 1, 2, 3.

4) It is possible for students to switch dorms if serious operational reasons are presented.

5) Students may apply for a change of accommodation according to the house rules of the dorms.

6) DSHA PU may change the place of accommodation of students for economic reasons or due to natural disasters according to article 1 paragraph 1 of the contract about accommodation. The following rules apply for changing accommodation:

- a) DSHA PU allocates accommodation of the same standard in the same dorm in line with the contract for accommodation;
- b) If this is impossible, i.e. it is impossible to stick to point a) of this paragraph, then DSHA PU provides the student with accommodation in another dorm to the same standard if possible;
- c) the student must agree with the change of accommodation as long as the standard is changed. If the student fails to agree then

he/she has the right to pull out of the contract with DSHA PU or agree in writing with DSHA PU about the termination of the contract. Upon the request of the student, the contract may be terminated within 3 days once DSHA PU receives notification of the student's desire to pull out.

Article 5

Contract for accommodation

1) Students are allocated accommodation on the basis of a contract for accommodation, which they sign with UP. An example of this contract is provided as an attachment to these rules. The contract about accommodation must contain:

- a) formal details (identification of the parties involved, date, signatures of the parties involved, PU stamp),
- b) name of the dorms, if necessary the block number in which the accommodation shall be allocated, room number,
- c) duration of the accommodation period,
- d) detailed specification of the conditions for accommodation.

2) Students on bachelor, master or doctoral courses with a right to have accommodation provided to them according to article 3 of these rules, are obliged to conclude a contract about accommodation at the latest by 31.5 in the year of the commencement of the allocation of the accommodation unless otherwise specified. A deposit of 1500CZK must be paid by the same deadline. It is possible to simply agree with the deposit to be carried over to the next year. In case the student fails to do this, the accommodation may be offered to somebody else.

3) Students on EU education programs, CEE-PUS, all long-term exchange programs and study leave for foreign students are obliged to conclude a contract for accommodation and pay a deposit of 1500CZK on the day of the commencement of accommodation at the latest.

4) Students enrolling onto the first year of study, who are entitled to accommodation according to article 3 of these rules, are obliged to conclude a contract for accommodation within a fortnight of the notification being publicised on the DSHA PU website and pay a deposit to the amount of 1500CZK. In case the student fails to do this, the accommodation may be offered to somebody else.

5) In the interests of the activities of the whole university, it is possible to stop the accommodation for students between 20. 6. and 15 9. only where necessary. The president must approve this and students must be informed about this at least 1 month in advance. If DSHA PU has any free capacity, then it is obliged to give priority to the affected students to fill it.

6) Students receive, after concluding the contract for accommodation, a non-transferable accommodation card and pass.

7) The contract for accommodation may be concluded for a maximum period of one year, whereby the start is 30.6 and the finish is 30.6 the following year.

8) Concluding a contract for accommodation for the entire year is only possible whereby specified dorms are used, as specified by DSHA PU with an eye on the requirements for running them. Students in these dorms shall have priority for reserving the dorms for the entire year.

9) The deposit is fully returnable once the accommodation has been completed according to article 9 para. 1 points. a), b), c) e) and para. 2 point. c) of these rules with the exception of the case whereby the student has applied for accommodation for the following academic year and whereby no outstanding debt lies with the student to DSHA PU.

10) If proven damage is discovered in the dorm, which may be attributed to the student, then the price of the damage is deducted from the full amount according to the pricelist for fees for damage to property caused by students, which has been publicised on the DSHA PU website. Even the whole deposit may be used to reimburse damage. Regular wear is not considered to be damage. If money is taken from the deposit to cover repairs, then the student is obliged to replenish the deposit back to the full amount in accordance with the first paragraph of these rules. This must be done within 15 days of the deposit being used.

Article 6

Accommodation for students on bachelor, master and doctoral study programs, foreign students at PU studying as part of exchange programs, open university students and combined students, accommodation for students' visitors; dorm fees

1) Long-term accommodation

In accordance with these rules, it is only possible to provide long-term accommodation to students on bachelor, master and doctoral study programs, foreign students at PU studying as part of exchange programs, open university students and combined students on the basis of a contract for accommodation (see article 5 of these rules) whereby the DSHA PU director has been notified. The prices for accommodation have been established with an eye on the standard of the accommodation and may be changed each year before 31.3 with the validity of the changes being for one academic year. The DSHA PU director proposes the pricelist for payments. The PU president always approves of the prices for the entire academic year. Changes may be made to the pricelist throughout the year only when the rate of VAT changes. Apart from fees for accommodation, students may also be charged for things according to the university dorm house rules, the contract for accommodation and the pricelists of DSHA PU (e.g. Renting electrical appliances)

2) Accommodation for visitors in students' rooms.

Visitors must be declared if they stay in the dorms between midnight and 7:00 a.m. Visitors are obliged to, in the presence of the student, to fill in a guest book at the reception area of the dorms. They must show proof of identity, declare the room number and pay the fee for the night. If they are about to stay in a room with two or more beds, or bunk-beds, then the approval of other students in these rooms, as long as they are present on the day. The fee for the room is to be settled immediately in cash and the rate depends on the dorms and the time of accommodation. The student, who has the visitor, is obliged to ensure that the visitor

obeys these guidelines along with the house rules of the university dorms. The student is also responsible for any damage the visitor may cause. Indeed, the visitor bears no responsibility during the visit. Students staying with other students for reasons of studying together or spending of free time in dorms other than the ones they live in are considered to be visitors yet are not allowed to stay the night in dorms they are not registered in.

3) Visitors are not allowed in the dorms between midnight and 7:00 a.m. if they have not been properly registered or if the final sentence of the previous paragraph does not refer to them.

Article 7

Principles of accommodating students in the dorms

1) The total accommodation capacity of the dorms is divided into the following:

- a) accommodation for students from the second year onwards used for accommodating throughout the whole year,
- b) accommodation for students from the second year onwards for accommodating in the period from September to 30. 6. of the following year,
- c) accommodation for students reserved for first-year students,
- d) accommodation for students reserved for study periods of foreign students,
- e) accommodation for students with a disability.

2) Due to the state of the dorms in Neředin 2, 3, 4, dorms B. Vaclavka and the interests of PU to have free accommodation in these dorms, the following have priority:

- a) students, who require accommodation for the whole year, i.e. between 30. 6. and 30. 6. of the following year,
- b) foreign students on the basis of contractual agreements,
- c) foreign students of PU who study in a foreign language,
- d) live-in students studying on doctoral study programs,
- e) students with a disability,
- f) partners and married couples (refers only to the dorms in Neředin 1, 2, 3).

The deadlines for reserving accommodation in the categories between a) and f) must be specified by individual faculties by 30. 6. at the latest.

3) The accommodation section of DSHA PU organises and ensures all-year-round accommodation for students.

Article 8

Methods for payment of dorm fees

1) Students accommodated in the dorms have the following possibilities of paying for the dorms:

- a) through collection from the personal bank account of the student or from another person paying for the student. Standing orders or bank transfers are also possible. The student and confirmation given to DSHA PU must always perform the permission for collection. The dates for payment are specified in the contract for accommodation;
- b) in cash whereby other possibilities are impossible, especially at the outset of the accommodation period to the head of the relevant dorms. If the payment is made in cash yet not at the beginning of the accommodation period, then there is a handling fee, as specified in the contract for accommodation;
- c) using a debit card is possible in exceptional circumstances and only in places whereby it is possible and DSHA PU has the appropriate equipment. Payments with debit cards carry a handling fee, as specified in the contract for accommodation;

Article 9

Ending long-term accommodation

1) Entitlement to accommodation ends:

- a) when the contracted period for accommodation ends,
- b) whereby a student, having made a reservation through the computer accommodation system without a concluded contract for accommodation in accordance with article 5 paragraphs 2 and 3 of these rules, fails to move to the dorms without having given a serious reason in writing during the period specified by these paragraphs,
- c) whereby a student gives notice; the student may give written notice without giving a

reason, whereby the notice period is one month and begins on the first day of the month following the month in which the notice is given to the head of the relevant dorms,

d) whereby the director of DSHA PU exits the contract according to articles . 2) and 3) of this article,

e) whereby the student exits the contract according to article . 4) point 6 of these rules.

2) The director of DSHA PU may exit the contract if the student:

a) allows unregistered persons to be accommodated in the dorms,

b) does not fulfil the obligations presented in the contract for accommodation, apart from the payment of the fees,

c) finishes studying in accordance with the study and examination rules of PU, postponed studying, has been expelled from studying or has joined another school.

3) The director of DSHA PU may also exit the contract if suggested by the head of the relevant dorms if:

a) the student has not paid for two consecutive months on time,

b) the student, despite written warning, fails to fulfil his/her obligations as specified in these guidelines, the contract for accommodation or the house rules of the university dorms including fire, safety and hygiene regulations.

4) The notification of the director of DSHA PU about exiting the contract must take place in writing and the student must confirm receipt. The notification must include reasons with a link to the relevant article of the internal guidelines and PU norms, which the student has breached. If it is impossible to ensure that the student receives the correspondence at his/her last address, then substitute delivery comes into place according to article 25 and paragraphs 2 and 4 of the PU institution.

5) Once the student has received notification of being removed from the dorms according to paragraph 2) of this article, is obliged to vacate the dorms within 30 days of the receipt

of the written correspondence. If the student has been removed from the contract according to paragraph. 3) of this article, then he/she must vacate the dorms within 10 days of the receipt of the written correspondence. In both cases, the student is obliged to fulfil all deeds owed to DSHA PU within the specified time. Otherwise, there is the threat of forced removal and payment of subsequent damage caused to DSHA PU property.

6) Acts according to article 9 para. 2 points. a) and b) and paragraph 3 point b) must be previously discussed with DC.

Article 10

House rules of the university dorms

The basic obligations relating to the rules for staying in the dorms including safety rules are presented in the house rules of the university dorms. The house rules of the university dorms relate to everybody located in the dorms

(students, visitors of students, otherwise accommodated people and people entering the dorms for other reasons).

Article 11

Accommodation for students of PU during the summer months

1) These rules do not relate to the operation of the dorms and accommodation during the summer holidays except for the accommodation of students on the basis of all-year-round contracts.

2) Students who participate in accredited study programs yet do not have a contract for the whole year and participate in practice or other programs etc. as part of the relevant study program have the right to be accommodated in the dorms during the summer period according to article 6 paragraph 1 of these rules.

Article 12

Student dorm self-administration

1) The authority for the student dorm self-administration is the PU dorm rules.

2) The rights and obligations of the members of the PU dorm rules, rules for electing members and rules of procedure have been

presented in the institution of the PU dorm rules, which form part of this internal norm as attachment number 3.

Article 13

Mutual, temporary and concluding details

- 1) There is no legal entitlement to receiving accommodation in the dorms.
- 2) The notification about allocation or non-allocation of accommodation is not to be considered as a decision and there is no right of appeal.
- 3) Whereby partners or married couples live together, the director of DSHA PU may establish deviations from these rules.

4) These rules supersede the main norm PU number B1-06/2

rules of university dorms PU and Novel № 1 issued as part of these rules under number B1-09/7-HN.

5) The dorm rules, which were elected before these rules came into effect are considered to have been elected on the basis of these rules.

6) These rules come into effect once they have been signed by the PU president and AS PU chairman and published on the official Internet website of PU, i.e. on the second day of validity.

In Olomouc 10. May 2011

Mgr. Tomáš Parma, Ph.D.
AS UP chairman

Prof. RNDr. Miroslav Mašláň, CSc.,
UP president

Attachment number 1: contract for accommodation

Attachment number 2: Approval of use of personal data

Attachment number 3: institution of the dorm rules of Palacký University in Olomouc

CONTRACT FOR ACCOMMODATION

Palacký University in Olomouc, Křížkovského 8, 771 47 Olomouc, ID: 61989592, tax ID: CZ61989592 (hereinafter only accommodation provider), represented by the director of dorm administration and student halls of PU on one side, and

Name, surname: tel:
Date of birth: faculty:
Year of study:
residence:
bank details¹ account number: bank code:
e-mail address*
form of study: ** live in – combined – open university – other
(hereinafter only student), on the other side,

**conclude according to § 754 up to 759 of law number 40/1964 Coll., of the civil code, as
subsequently amended,
this contract for accommodation (hereinafter only „contract“):**

Article1

The accommodation provider provides the student with accommodation on the basis of the conditions specified in the Palacký University dorms in Olomouc rules (hereinafter only „PU dorm rules“) in room number: dorm (address, if necessary dorm block):
(hereinafter only „room“).

The accommodation has been allocated for a definite period: i.e. from: to: 30. 6. 20....

Article2

1. The accommodation is provided on the basis of the PU rules, the university dorm house rules and the rules of computer networks and operating PU programming equipment. The student declares that he/she has been acquainted with the PU internal regulations and norms cited in the previous sentence, agrees with the conditions in them and agrees with the conditions specified in this contract. The student has the rights presented in the cited regulations and is aware of the consequences of breaching them.
2. The student furthermore declares that he/she has been acquainted with the PU internal regulations relating to fire regulations, including the relevant law numbered 133/1985 Coll., about fire protection, as subsequently amended, especially with §§ 5, 6, 17, 18, 19, 20, 76, 78.

¹ Including non-obligatory sections
** cross out if necessary

Article 3

1. The accommodation provider is obliged to provide the student with the room in a suitable condition and keep it in this condition throughout the duration of this contract.
2. The student has the right to use the room, common space of the PU university dorms (hereinafter only dorms) and services, which are related to the provision of these spaces. The student is not authorised to carry out any significant changes to the accommodation provider's space.
3. The student has the right to use the space equipment as presented in the inventory list in the space. If damaged or missing equipment is discovered at the beginning of the accommodation period, then the student writes a declaration about damage, which is handed in to the accommodation provider. The damage should be rectified as soon as possible. If such a declaration is not made at the beginning of the accommodation period, then the damage is put down to those living in the dorms at the time of discovery of the damage for these people to pay for the damage and not separately.
4. The student is obliged to return the space in the same state as he/she found it in the beginning, i.e. without damage.
5. The accommodation provider is authorised to enter the student's room only under circumstances whereby a person's life or health is under threat or if there is a threat of serious damage to the property of the accommodation provider. The accommodation provider is furthermore authorised to enter the student's room when the student is absent in order to check the level of cleanliness and tidiness. The accommodation provider is obliged to inform about the inspection a minimum of a fortnight beforehand by providing such information on the notice board at the relevant dorm. If rules of cleanliness have been seriously breached in the rooms, the accommodation provider has the right to make remedial measures at the expense of the student.

Article 4

The student agrees to:

- 1) vacate the accommodation for exceptional reasons within 10n days. In this case, the accommodation provider has no right to demand fees,
- 2) change the place of accommodation during the academic year, to change room or dorm within a period of 10 days if necessary,
- 3) allow the publication of his/her name, dorm and room in the list of those accommodated in each dorm in accordance with law number 101/2000 Coll., about the protection of personal data and changes to certain laws, as subsequently amended,
- 4) In the case of accommodation for the entire year with the change in place of accommodation during the summer months for operational reasons, i.e. with a change in room and dorm, change the place of accommodation if the accommodation provider has serious economic reasons for this, especially for reasons of capacity not having been filled. This applies only in the period whereby the accommodation is under contract.
- 5) The accommodation provider between the period of the contract being signed and the student commencing the accommodation period generally carry out these changes. The accommodation provider, in this case, generally provides the student with accommodation in the same building and to the same standard. If it is impossible to find such accommodation in the same building, then accommodation is found in a different building with the same

standard. If the standard of the accommodation is changed, then the student has the right to pull out of the contract. In this case, article 7 of this contract comes into play.

Article 5

The student is bound to:

- 1) not leave the room to another person and to move only into the room as specified by this contract,
- 2) allow entry into the room in accordance with the university house rules and likewise during regular inventories of the property of PU,
- 3) pay a fine to the amount of 500 CZK due to the usage of banned electrical appliances within the dorms,
- 4) pay for damage caused to the property of DSHA PU,
- 5) pay the handling fee for the student moving according to the DSHA PU pricelist whereby the student has chosen to move himself/herself,
- 6) pay the handling fee for the receptionist having to open the doors of the room according to the pricelist of DSHA PU,
- 7) pay a deposit according to section § 555 of law number 40/1964 Coll., in the civil code as subsequently amended and according to Article 5 of the PU house rules to the amount of 1500CZK to cover potential damage to the building and facilities, which has been proven to have been caused by the student. The deposit must be paid simultaneously with the signing of the contract,
- 8) If the accommodation provider fails to prove that the student is responsible for damage caused to the dorms (room, space), then the accommodation provider is authorised to equally spread the cost of the damage to all persons accommodated in the relevant place. If the cost of the damage exceeds the deposit amount, then those accommodated are obliged to reimburse the difference together and not separately,
- 9) pay a fine of 500CZK for breaching a ban on smoking within the DSHA PU building,
- 10) disengage himself/herself from accommodation in the dorms when suffering from a serious infectious illness.

Article 6

1. The price for accommodation (hereinafter only "fees") is established on the basis of the current pricelist for accommodating students depending on the place of accommodation. This pricelist is available on the DSHA PU website.
1. The pricelists may be amended at any time before 31.3 for the entire academic year. During the validity of the contract for accommodation, the price may only change whereby the rate of VAT changes.
2. The student is obliged to pay fees for the whole period specified in the contract, during which he/she is accommodated in the dorms, unless he/she pulls out of the contract in accordance with Article 7 of this contract. This engagement does not refer to the case presented in Article 4 para. 1. of this contract.
3. Fee payments are made throughout the academic year:
 - a) without cash, usually in the form of collection from the bank account on the basis of permission given by the student, a standing order or bank transfer. The personal identification number (without slashes) serves as the transaction number. The payer

- is fully responsible for the consequences of entering an erroneous number or not entering details about who is paying,
- b) in cash whereby other payment methods are impossible. The cash payment is made to the head of the relevant dorms mostly when the accommodation period is about to begin. Cash payments carry a handling fee of 50CZK for each payment,
 - c) through debit card, whereby the accommodation provider has the relevant technical equipment. Payments by debit card carry a handling fee of 50 CZK for each operation performed by the payment terminal.
4. The fees must be paid before the first working day of the month being paid for. The due date for the first month, in which the student is accommodated, is the first day of accommodation.
 5. If payment is made late, then the student is obliged to add 300CZK to the payment as a fine for late payment. This figure applies to every month of late payment. The accommodation has the right to publish details about a non-paying student including room number and name on the board by the reception of the relevant dorms. The student provides his/her approval of this in accordance with law number 101/2000 Coll., about personal data protection as subsequently amended.
 6. Failure of make payments two months in a row is considered to be a serious breach of the university house rules and this contract and is a reason for the accommodation provider to pull out of this contract.

Article 7

1. The accommodation period ends when the period specified in Article 1 of this contract ends, through written agreement of both parties, whereby the student or accommodation provider give written notice in accordance with Article 9 para. 1 point. c) of the university dorms house rules.
2. The accommodation provider may pull out of the contract for accommodation if the student:
 - a. allows unregistered persons to be accommodated in the dorms,
 - b. did not fulfil the obligations presented in the contract for accommodation as specified in article 5 of this contract,
 - c. finished studying in accordance with the study and examination rules of PU, postponed studying, has been expelled from studying or has joined another school
 - d. the student has not paid for two consecutive months on time,
 - e. the student, despite written warning, fails to fulfil his/her obligations as specified in these guidelines, the contract for accommodation or the house rules of the university dorms including fire, safety and hygiene regulations, especially if the student is under the influence of alcohol, narcotics and psychotropic materials.
3. Vandalism, limiting the rights of others, physical violence or serious indecency in the area of the accommodator are considered to be serious breaches of duties. The accommodation provider has the right to pull out of the contract and the notice period for this act is 10 days after receipt of notification to such effect, according to points d) and e) and 30 days after receipt of notification according to points a), b) and c) of the previous paragraph. The student is obliged to settle all duties towards the accommodation provider by this time. Otherwise, there is the threat of forced removal and payment of subsequent damage caused

to the accommodation provider.

4. The notification of exiting the contract must take place in writing and the student must confirm receipt. The notification must include reasons with a link to the relevant article of the internal guidelines and PU norms, which the student has breached. If it is impossible to ensure that the student receives the correspondence at his/her last address, then delivery is made according to article 25 paragraphs 2 and 4 of the PU institution.
5. The student may give written notice only in written form, whereby the notice period is one month and begins on the first day of the month following the month in which the notice is given to the head of the relevant dorms
6. The contract is terminated prematurely according to article 1 of this contract if the accommodation provider is unable to fulfil the conditions of the contract due to emergency conditions, on the basis of a decision made by the building authority or the regional hygiene station. This situation arises upon the day of the decision by these authorities. This decision confirms the impossibility of fulfilling the contract in terms of § 575 para. 1 of law number 40/1964 Coll., of the civil code, as subsequently amended.

Article 8

Correspondence is sent to the addresses of both parties of the contract as presented in the header of this contract, whereas important correspondence, especially acts relating to article 7 of this contract must be sent registered. The sending of registered correspondence is performed according to article 25 para. 2 and 4 of the PU institution.

Article 9

1. For the purpose of legal regulations, the following law applies: number 40/1964 Coll., of the civil code, as subsequently amended.
2. This contract has been drawn up in two copies, which are originals. One copy stays with the accommodation provider, the other with the student.
3. Changes to this contract may be made only in writing, with date and with potential attachments numbered then signed by both parties.
4. This contract comes into validity once signed by both parties of the contract.
5. Both parties declare that they have properly read the contract, understood its content and provide their signature to such an effect.

In Olomouc (date):

In Olomouc (date):

Accommodation provider (name,
surname and function of representative,
Stamp and signature)

student (signature)

Accommodation ended on:

student (signature):

Attachment number 2

Attachment number 2 contains text, which shall be presented in electronic form on the DSHA PU website at skm.upol.cz, which shall appear in front of the student according to article. 3 para. 2 of these rules.

Individual details about students shall not be entered as the system reads them on the basis of a login name and password.

Approval of processing of personal data

In accordance with law number 101/2000 Coll., about the protection of personal details, as subsequently amended, I approve of my personal data being gathered, compiled and archived for the purpose of evaluating my request for the allocation of accommodation at the Palacký University of Olomouc, for the purpose of keeping records about those accommodated, about non-accommodated applicants and for keeping details about the non-payment of fees by students

As a subject of the details, I approve of details about my failure to pay the fees being published in a public place at the relevant dorms of PU.

The personal details may be gathered for a period established by a separate legal regulation (eg. Law number 99/2004 Coll., about archives and literary services and about the changes in certain laws, as subsequently amended, law number 111/1998 Coll., about universities and about the changes in filling in further laws (law about universities), as subsequently amended) or on the basis of internal regulations and norms of Palacký University of Olomouc.

Status of Palacký University in Olomouc dormitory rules

Article 1

Student dorm self-administration

1) A part of the student dorm self-administration at Palacký University in Olomouc (hereinafter only „PU“) is the PU dorm rules (hereinafter only PU DR). PU DR is elected by students, who are accommodated in the dorms. PU DR is an advisory authority of the PU president.

2) PU DR particularly represents accommodated students in terms of running the dorm and student halls administration at PU (hereinafter only „DSHA PU“) or the running of PU and performs other activities related to the organisation of accommodation in dorms.

3) Each dorm is represented in PU DR by a properly elected representative (member of PU DR) with the exception of cases, whereby such a representative has not been elected even in the extra elections. Foreign students, who study in a foreign language, are represented by their elected representative in PU DR.

4) The properly elected member of PU DR may choose a representative in case of his/her absence.

Article 2

Electoral regulations of the PU dorm rules

1) The functional period for the members of PU DR is one year.

2) The elections have only one round and the representative of each dorm is the elected candidate, who receives the highest amount of votes at the given dorm.

3) The retiring member of PU DR organises the PU DR elections, including the method of determining tellers for counting votes. The time schedule is to be compiled in such a manner for the elections to take place by 20.10 at the latest.

4) The notification about the time of the elections, including the deadlines for proposing candidates for PU DR members, must be made visible on a board somewhere near to the entrance to the relevant dorm at least 7 days before the elections take place; the list of proposed candidates must be published at least 24 hours before the commencement of the elections. The elections must not take place during holidays, non-working days, state holidays or on days just before such events.

5) The results of the election must be announced within 24 hours of them being completed. The resigning member of PU DR writes a report about the elections, in which he includes a list of the successful and unsuccessful candidates, the number of votes received, number of authorised voters, the location of the election, the time and the names of tellers. The chairman signs the report along with all the tellers, who organised the elections at the given dorm. Only the chairman, who adds the individual dorm, reports to it as attachments, signs the total report for all dorms. The chairman immediately hands the report to the director of DSHA PU and to the chairman of the PU academic senate (hereinafter only „AS PU“).

6) The mandate of the members of PU DR ends through the election of a new PU DR in the next academic year, if the mandate has not already ended according to paragraph 7 of this article.

7) If the elections do not take place before the 31st of October or if the result of the elections is not announced within 10 working days after the elections according to paragraph 5 of this article or if the director does not receive any report from the meeting, then the functional period of the PU DR does not occur and an extra election commission is drawn up.

8) The extra election commission must have a minimum of 3 members and is named from students of PU by the chairman of AS PU after negotiations with the senators of AS UP from the students.

PU DR organises the extra election commission. The PU DR elections take place in accordance with paragraph 4 of this article. Once the election results are announced, reports have been drawn up and the director DSHA PU has received it along with the AS PU chairman, then paragraph 5 of this article is used, whereby the resigning PU DR carries out the extra election commission.

9) The president of PU is authorised to anoint from the PU students, residing in the dorms, an extra PU DR due to any of the situations described in paragraph 7 of this article. An extra PU DR has the status of PU DR according to this institution. The extra PU DR ends with a PU DR election incurred according to paragraph 8 of this article.

10) The PU DR as part of the constitutive meeting, elects a chairman and a vice-chairman. The PU DR furthermore decides about the organisation of extra elections in the dorms, whereby a representative has not been chosen in the regular election. Extra elections must take place within a fortnight of the constitutive meeting of PU DR. Paragraphs 4 and 5 of this institution are used for extra elections.

11) Each student residing in the dorms of PU or resigning member of PU DR must hand in his/her objections to the course of the PU DR elections within a fortnight after the completion of the elections. This objection is handed to AS PU. AS UP may, for serious reasons to do with failure to fulfil the procedures in the organisation and course of the PU DR elections according to this article, declare the PU DR elections void, leading to gradual actions according to paragraph 7 of this article.

12) It is possible to convey mistrust to an individual member of PU DR. Students accommodated in the given dorm may convey mistrust through a referendum, which is valid

as long as 20 % of the students vote for the conveying of mistrust at the given dorm.

13) The mandate of the member of PU DR ends when:

- a) a decision is made about the end of study or when a declaration of a member of PU DR is made to such an effect;
- b) the contract for accommodation for the member of PU DR finishes according to article 9 of the Palacký university in Olomouc dorm rules (hereinafter only „university dorm rules“);
- c) when notification of resignation is received (stepping down from a function) from a member of PU DR to the PU DR chairman;
- d) when the PU DR member dies.

14) mistrust has been conveyed to the PU DR member or the mandate has ended due to reasons specified in the previous chapter. This must occur within 30 days after the conveying of mistrust or the termination of the mandate completing the elections numbered article 2 paragraphs 4 and 5 of this institution.

Article 3

Sending the PU dorm rules

1) PU DR performs the function of a connecting link between DSHA PU and accommodated students, makes sure rights are maintained along with the obligations of students related to this deriving from the PU dorm house rules, university rules and contract for accommodation.

2) DSHA PU provides PU DR with the space – a room with connection to the Internet and basic stationery.

3) PU DR negotiate and places its recommendations into documents, which are handed over to DSHA PU management or individual representatives of PU DR with a deadline at least 30 days before a further meeting is due to take place with the management of PU or PU self-administrating organisations. This mostly deals with changes to the university dorm rules, house rules of the university dorms, plans for the long-term development of the dorms along with other

internal regulations, which affect the students in the dorms.

4) PU DR may send its recommendations by 31. 3. to the president with a proposal for changing the prices of accommodation for the next academic year.

5) The duties of PU DR include informing accommodated students about PU DR meetings.

Article 4

Rules of procedure for the PU dorm rules

1) Members of PU DR act in the interests of accommodated students and respect the authorised interests of PU.

2) PU DR meetings are public and generally take place once per month.

3) Each student has the right to discuss his/her issues related to accommodation at the PU DR.

4) PU DR elects a chairman and vice chairman for the PU DR. The chairman, or vice chairman of PU DR in his absence, summons the PU DR meeting in cooperation with DSHA PU

management, manages the meeting and organises a report from the meeting in cooperation with DSHA PU management.

5) PU DR is quorate if more than half of the elected members turn up.

6) The result of the meeting is to be treated as a recommendation. The PU DR recommendation is valid if half the present elected members have voted for it. The recommendation must be in written form and presented in the report.

7) The DSHA PU keeps a report of the PU DR meeting along with the attendance sheets and these serve as a document of recommendations of the activities of members of PU DR.

8) The attendance sheets are part of the PU DR meeting report.

9) A member of PU DR must be present at the voting of issues to do with individual dorms, i.e. a representative of the relevant dorm as long as this person has been elected and participates in PU DR meetings at least for two consecutive years in PU DR.