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Palacký University  
Olomouc

**Internal Standard of UP**

**R-B-18/07-ÚZ02**

**Student Accommodation Rules  
of Palacký University Olomouc  
(2<sup>nd</sup> full text)**

Guarantor: Head of UP Accommodation and Dining Services

Valid from: April 4, 2023

Effective from: April 5, 2023

# Student Accommodation Rules of Palacký University Olomouc

## (2<sup>nd</sup> full text)

### Article 1

#### Introductory provision

1. Accommodation and Dining Services of UP (hereinafter referred to as "SKM UP ") is a part of (the university facility) of Palacký University Olomouc (hereinafter referred to as "UP") and its activities, inner structure, the purpose of the facility and other matters are discussed in detail in the internal standard of UP *Statute of the UP Accommodation and Dining Services* (not translated, hereinafter referred to as "Statute SKM UP")
2. One of the primary purposes of SKM UP is mainly the accommodation of students but also employees of UP and other persons.
3. SKM UP provides accommodation for students in facilities which are listed as dormitories in the *Organizational Manual of SKM UP*, which is Annex No. 1 to the Statute SKM UP. These buildings are collectively referred to as "dormitories". SKM UP is responsible for ensuring adequate accommodation conditions, study and rest environment for the students in dormitories.
4. Student Accommodation Rules (hereinafter referred to as "Rules") regulate the process and conditions of long- term accommodation of students in dormitories, accommodation contract concluded by the student (hereinafter referred to as "accommodation contract"), Dormitory Board Constitution and other related matters.
5. As long-term accommodation is considered accommodation for a period of time longer than 30 days.
6. Unless otherwise specified in these Regulations, Students means:
  - a) students enrolled for studies at any faculty of UP including foreign language study programs of UP
  - b) study applicants with a valid decision on admission who are not yet enrolled for the studies at UP,
  - c) former students, who already finished their studies before the end of June of the given academic year.
7. Unless otherwise specified in these Regulations, these will apply to students of other Universities who are staying at UP during their study or exchange abroad or in some international program, e.g. Erasmus (hereinafter referred to as "foreign students").
8. UP Rector is authorized to adjust specific conditions for foreign students' accommodation in a separate internal standard of UP.
9. Conditions for short-term student accommodation in dormitories and conditions for accommodation of employees and other persons are specified in a separate internal standard of UP No. R-B-20/05 *Rules of accommodation in UP AD*.
10. In connection to these rules, the Bursar of UP is authorized to determine a flat-rate amount of compensation for the damages caused by the students or other persons at dormitories. He is also authorized to set different conditions for accommodation at dormitories and all this usually in the form of Internal Standard SKM UP.
11. Head of SKM UP is authorized to establish binding conditions for accommodating students and other persons at dormitories in the internal standard SKM UP *House Rules of the University Dormitories* and adopt a price list for other services.
12. These rules and all related internal standards and other documents are available at all times on the UP website.

### Article 2

#### Dormitory capacity and accommodation principles

1. SKM UP has specifically structurally adapted rooms to accommodate people with disabilities as to the character of the disability. Change of room is only possible with the agreement of the specific student.
2. SKM UP defines a capacity to accommodate foreign students and students of foreign language study programs at UP based on an application from UP faculties delivered to SKM UP:
  - a) before the end of April of the previous academic year in a case of students of foreign language study programs at UP
  - b) before the end of November of the same academic year in the case of students accommodated for the summer semester and before the end of April of the previous academic year in the case of students accommodated for the winter semester.
3. Accommodation of other persons is possible only when the capacity of dormitories is not exhausted by students.
4. UP DF tries to provide double rooms for partners and married couples according to current possibilities.
5. In case of accommodation capacity nearing its full capacity, SKM UP is obliged to take such organizational- technical and procedural measures according to Article 1(6)(b) to ensure accommodation for students with social or medical disabilities and students with a remote or less accessible place of residence.
6. In dormitories without separate toilet facilities, males and females are accommodated in separate parts of the dormitories.
7. Change of room or dormitory where the student is accommodated is possible with the agreement of both sides for a fee or in other cases defined in these rules or agreed on in the agreement.
8. SKM UP is authorized to restrict accommodation in some or all dormitories or in some of their parts especially from 20 June to 15 September) provided that the accommodated students are informed of such matters at least one month in advance on the bulletin boards in the dormitories concerned and to the email listed in the accommodation electronic system ISKAM (hereinafter referred to as "system"). Accommodated students will be offered alternative accommodation in dormitories. This does not apply to unpredictable situations.

### Article 3

#### Basic conditions of dormitory accommodation

1. Starting in April, students can apply for a contract for the next academic year through the system.
2. SKM UP will try to provide the same room student used the previous academic year. Condition for the conclusion of an agreement is that the student has already paid all dormitory fees (hereinafter referred to as "dormitory fees") as of the day this agreement comes into effect and that the student already deposited the full deposit to SKM UP.
3. Students applying for an agreement during an ongoing academic year will be accommodated according to the current available capacity of the dormitories.
4. Terms and conditions for the visitors of accommodated students who want to stay overnight are described within the agreement.

### Article 4

#### The dormitory accommodation process

1. Dormitory accommodation is subject to the prior conclusion of an accommodation contract through the system. A template of this contract is attached as Amendment 1 to these rules. SKM UP is responsible for the translation of the agreement into an English version. The version concluded with students who are not citizens of the Czech Republic may deviate from the sample version in justified cases.
2. Students log into the system with an individual username and password.
3. After logging in, the student can edit their contact and personal information and is obliged to keep them updated. The student is also obliged to control their information for payments and the current status of their student account (the amounts due, payable and paid).
4. The student can apply for the accommodation, i.e. room reservation and following conclusion of the agreement, in the system. This process consists of several steps. After logging in, the student is invited to agree with the processing of their personal data (text similar to the one in the article of the agreement – Annex No. 1). The system also enables the student to specify that they are a person with a disability.
5. After filling in the details accordingly to the previous two paragraphs, the system will enable the student to choose a date of the start of the accommodation, a dormitory and a specific room, which will be reserved for the student based on the capacity of the chosen dormitory.
6. In the following step, the student will be asked to lodge a deposit and the system will inform them of the terms of payment. The amount of the deposit for a specific student is set at thirty times the amount of a daily dormitory fee. The details of the credit transfer to the account of SKM UP will be available in the system. The deposit is refundable after the student is no longer accommodated and upon the subtraction of eventual dues (the dormitory and other fees, compensation for the damages, and sanctions assessed accordingly to the agreement), while not breaching any of the provisions of paragraph No.7.
7. Not withdrawing the full amount deposit paid for the previous term at the time of entering into a new agreement is also considered a lodging of the deposit.
8. If the deposit is not lodged within two weeks of the day of the reservation, the reservation will expire. Information about the expiration of the reservation is available in the system.
9. The accommodation process, described in paragraphs 2 to 8, is not usable in the case of accommodating a foreign study program student or a foreign student (Article 1, (7)). In such cases, a relevant employee of the Foreign Affairs Department of the Rector's office or UP faculty deals with the accommodation process in cooperation with a competent employee of SKM UP.
10. Lodging of the deposit is necessary for the conclusion of the agreement.
11. The earliest a student can check into the dormitory is on the first day the agreement comes into effect.

### Article 5

#### Accommodation contract

1. The contract is concluded electronically through the system, in exceptional cases in writing at the SKM UP office, no later than 14 days from the date of booking of accommodation.
2. In the case of electronic signing of the contract, the student logs into the system, where a preview of the contract is made available to him/her, which the student confirms by ticking the box "I confirm that I have familiarized myself with the contents of the contract". The contract is concluded by clicking on the button marked "Sign contract". The contract can be downloaded and printed from the system.
3. The amount of the dormitory fee is specified in the agreement and defined in the price list of dormitory fees for students (hereinafter referred to as "price list of dormitory fees") issued by the Rector for the current period.
4. Student is obliged to top up its full amount in the case of the deposit being previously used by SKM UP to pay the student's debt to SKM UP. He is obliged to do so within seven days of being informed of the drawdown.
5. An accommodation at dormitories is not a legal right and UP reserves the right to choose not to conclude an agreement with a student who fulfilled all the conditions specified in these rules.
6. The standard agreement period is from September 1<sup>st</sup> to June 30<sup>th</sup> of the following year. The agreement can be concluded for no longer than the period of one year (from 1 September to 30 August) whereby SKM UP can decide to use only some dormitories or only parts of them for year-round accommodation.
7. The accommodation will be terminated after the agreed period of time for legal reasons or by other means agreed on within the agreement.

## Article 6

### Price list of dormitory fees and payment terms

1. The dormitory fee is set out in regard to accommodation standards for a whole academic year in the price list of dormitory fees issued by the UP Rector. The amount of the dormitory fee can change in a form of a new price list of dormitory fees always no later than 31 March with effect for at least whole following academic year.
2. The reason for issuing a new price list of dormitory fees may be inflation or another reason UP sees relevant.
3. The price list of dormitory fees is proposed by the Head of SKM UP. The proposal is consulted with the Dormitory Board which continues to consult and recommend in accordance with Article 3(3) and Statute of the Dormitory Board, which is an Annex No. 2 of these rules.
4. The proposal for the price list of dormitory fees is approved by the Academic Senate UP (hereinafter referred to as "AS UP") which can also submit its comments to the price list, before the price list is issued by the Rector.
5. If the price list of dormitory fees is not approved by UP AS, the Head of SKM UP has to propose a new one that is in accordance with the comments of UP AS and the Dormitory Board.
6. Issuing the price list of dormitory fees with effect starting during the ongoing academic year is possible only in the case of the change of VAT rate. UP Rector is in such cases authorized to change the VAT rate of the price list of dormitory fees without the agreement of UP AS and without discussion at the Dormitory board.
7. There may be additional fees and charges to the dormitory fee in accordance with the agreement and internal standard of UP.
8. Accommodated students can pay dormitory fees, charges and other payments in cash or non-cash form under the conditions specified in the agreement.

## Article 7

### Dormitory Board of UP

1. The Dormitory Board of UP is set as the body of student college self-government and advisory body of the UP Rector.
2. Detailed information on the authorities of the Dormitory Board, member election, its rules of procedure and other related matters are modified by the Dormitory Board Standard which is Annex No. 2 of these rules.

## Article 8

### Transitional provisions

1. For the rest of the academic year 2017/2018 the agreements with the students will be concluded accordingly to the main standard of UP No. B1-11/1-HN *Accommodation Rules of UP* of 10 May 2011 as amended by Amendments No. 1 and 2 (Hereinafter referred to as "ACR 2011").
2. These rules will apply to the concluding of agreements for the academic year 2018/2019 and the accommodation process related to it.
3. Documents submitted for discussion to the Dormitory Board before these rules come into effect will be discussed accordingly to the ACR 2011.

## Article 9

### Final and Cancellation Provisions

1. Annexes to these rules are Annex No.1 – Template of accommodation contract and Annex No. 2 – UP Dormitory Board Constitution.
2. These rules were approved by the AS UP accordingly to Article 57 (2) of UP Constitution on 7 February 2018.
3. These rules enter into force on the day of its publication.
4. These rules become effective on the seventh day after it enters into force.
5. The main standard of UP No. B1-11/1-HN *Student Accommodation Rules of UP Olomouc* of 10 May 2011 as amended by Amendments No. 1 and 2 is hereby repealed.

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Amendment No. 1 was approved by the AS UP accordingly to Article 57 (2) of UP Constitution on 20 May 2020 and became effective on 24 June 2020.

Amendment No. 2 was approved by the AS UP accordingly to Article 57 (2) of UP Constitution on 29 March 2023 and became effective on 5 April 2023.

This full text has been created by Eva Stehlíková, UP Legal Office assistant, to the day of effectiveness of the Amendment No. 1 of Student Accommodation Rules of Palacký University Olomouc, that is on 5 April 2023.

JUDr. Zdenka Papoušková, Ph.D.  
Vice-Rector for Legislation and Organization