

# UHK Halls of Residence Rules

## Article 1

### Basic Provisions

1. The University Halls of Residence (hereinafter the Halls of Residence) are an accommodation facility of the University of Hradec Králové (hereinafter the UHK).
2. The Halls of Residence are located at Palachova Street No. 1129-1135 in Hradec Králové.
3. The mission of the Halls of Residence is:
  - a) To provide accommodation subject to a rent to the UHK students who have enrolled into a Bachelor's, Master's or doctoral study programme (hereinafter the Students);
  - b) To provide accommodation subject to a fee to other persons, provided this is not to the detriment of the mission laid down under a) above;
  - c) To manage, maintain and develop property and increase the standard of accommodation.
4. Accommodation at the Halls of Residence follows the provisions of these Rules, the Accommodation Contract, the Accommodation Schedule of the Halls of Residence of the University of Hradec Králové (hereinafter the Accommodation Schedule), valid price lists, the Fire Prevention Rules for the Halls of Residence, and the generally binding legal regulations of the Czech Republic.
5. The Halls of Residence Rules are used appropriately for accommodation of persons within the meaning of paragraph 3(b) above.

## Article 2

### Accommodation Prices

1. The accommodation at the Halls of Residence is divided into:
  - a) Accommodation of students – accommodation of students based on a written Accommodation Contract for limited period no less than 1 month;
  - b) Hotel-type accommodation (Students accommodated for a period less than 1 month, UHK employees and guests – subject to availability).
2. The accommodation prices for each type of accommodation are stipulated by a pricelist issued as the Bursar's Directive and available at the public part of the UHK website. The pricelist also includes payments for accommodation-related services and for damage caused to the Halls of Residence equipment and property<sup>1</sup>. A local fee is added to all prices for accommodation not exceeding 60 consecutive calendar days as set by the generally binding decree of the municipality of Hradec Králové.
3. The calculated accommodation price for student accommodation shall be paid by the 15<sup>th</sup> day of each month at the latest, either in form of the direct debit transaction, bank order, card payment, or in cash at the Halls of Residence reception desk. Guests using the hotel-type accommodation shall pay for their accommodation at the reception desk on the arrival day, unless payment has been made in advance.

## Article 3

### Accommodation

1. No-one has legal claim to be accommodated at the Halls of Residence.
2. Accommodation at the Halls of Residence is provided to the Students subject to an application submitted electronically by the Students on the ISKAM web interface at [ubytovani.uhk.cz](http://ubytovani.uhk.cz) within the dates stipulated in the Accommodation Schedule for the given academic year. This Schedule defines the number of rounds for application submissions, dates of accommodations and dates of payment every year.
3. Applicants who were admitted to study in the 2<sup>nd</sup> round (or later) of the admission procedure, may submit their application for accommodation even in Round III stipulated by the Accommodation Schedule.

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<sup>1</sup> For the current price list of student accommodation, current price list of hotel accommodation, current price list of services and the current price list of damage see: <https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/celouniverzitni-pracoviste/sprava-vysokoskolskych-koleji/dokumenty>.

4. The accommodation at the Halls of Residence is decided by the Halls of Residence Director according to criteria specified in Article 7–9 hereof. The applicants shall be notified of the decision on accommodation within the time period and in the way stipulated by the Schedule. No appeal is allowed against a negative decision.
5. Students who have been allocated accommodation in the Halls of Residence are required to register at the reception desk of the UHK Halls of Residence and sign the Accommodation Contract by the date stipulated by the Accommodation Schedule for the given Academic Year or, in case of later arrival, they are required to submit justification thereof into the hands of the Director either in writing or via an e-mail sent to the Halls of Residence e-mail address. Should such a Student fail to do so within the given deadline, the Student's right for accommodation shall cease and his/her accommodation facility shall be allocated to another applicant.
6. Vacant places of applicants who have been excluded from the accommodation procedure are filled subject to the accommodation applicants' waiting list.
7. Accommodation is preferentially provided to the UHK students and also to:
  - a) International students enrolled to study under international treaties;
  - b) Doctoral students;
  - c) Orphaned students;
  - d) Disabled students ("ZTP" disability card holders).
8. The waiting list of applicants is made and processed separately for each Round. For individual Rounds, the number of beds to be occupied for a given academic year may be specified; more detailed information is specified annually in the accommodation schedule for that academic year.
9. Time required to arrive, i.e. the time required to go from the place of residence to Hradec Králové, is used as the criterion for accommodation applicants from all years of the UHK. Data are obtained from CHAPS spol. s r.o. data (Idos, Abus). Average time required to arrive (in minutes) represents the number of points.

## **Article 4**

### **Accommodation Exclusions**

1. The Halls of Residence Director may, even if there are some vacant beds, refuse an applicant's accommodation if:
  - a) The applicant has an unpaid debt towards the University;
  - b) The applicant was in delay with the accommodation payment (Rent);

- c) The applicant has previously breached the Accommodation Contract or the Halls of Residence Rules, the safety and fire prevention regulations (vandalism, physical violence, rude manners towards the UHK staff, fraud, destruction of the Halls of Residence property, etc.) and a written record has been made about it.

## **Article 5**

### **Booking Deposit and Accommodation Deposit**

1. The accommodation applicant whose application has been met is obliged to make the booking deposit payment within the deadline stipulated by the Accommodation Schedule for the given academic year and in the amount stipulated by the pricelist. If the booking deposit is not paid within the given period of time, the right for accommodation ceases.
2. The Booking deposit may be used to pay:
  - a) **The cancellation fee in case of cancellation of the reservation by the applicant after the deadline set in the Schedule or if the reservation ceases to exist because the applicant has not appeared for accommodation** within the period of time set for the given Academic Year (except for delayed boarding if notified to and approved by the Director in advance);
  - b) **Accommodation deposit payment.**
3. If the student is not obliged to pay the Booking deposit, he/she is obliged to pay the Accommodation deposit in the amount of the Booking deposit, according to the accommodation agreement, no later than on the day of arrival or the next working day.
4. The Accommodation deposit may be used to:
  - a) Settle any potential claims (payment of owed Rent, services provided, damages caused, potential fees and fines according to the valid pricelist);
  - b) Pay the Booking deposit at reservation of accommodation for the following academic year.
5. The Accommodation deposit or its part shall be repaid to the Student's account within 30 days from termination of the accommodation (surpluses from deposits are sent to accounts held with domestic banks), or paid in cash at the reception desk of the UHK Halls of Residence when the student checks out of the accommodation, unless agreed otherwise).

## Article 6

### Termination of Accommodation

1. Accommodation shall be terminated in the following cases:
  - a) Following the end of the time period for which accommodation was agreed upon (under the Accommodation Contract);
  - b) Should the Student fail to move in by the date stipulated by the Accommodation Schedule for the given Academic Year and should he/she fail to submit justification according to Article 3 (5) hereof;
  - c) Should the Student submit a Notice of Termination subject to a one-month notice period which shall commence to run on the first day of the month following the date when the Notice of Termination was submitted;
  - d) Completion of studies, suspension of studies, expulsion from studies, or transfer to another higher education institution;
  - e) Should the Student submit a written Notice of Termination in case of a change of the Rent, under conditions specified in Article V 1(d) of the Accommodation Contract;
  - f) Decision of the Halls of Residence Director on termination of accommodation (should the Student breach the Halls of Residence and Accommodation Rules, his/her accommodation may be terminated by an immediate notice);
  - g) In justified cases (in particular, in the event of a material change of circumstances from the situation when the accommodation was arranged) by agreement of both parties subject to the approval by the Halls of Residence Director.
2. The Halls of Residence Director may decide to terminate accommodation prior to the lapse of the accommodation period agreed upon under the Accommodation Contract as per paragraph 1(f):
  - a) Should the Student repeatedly or grossly breach any of the provisions laid down by the Accommodation Contract, these Halls of Residence and Accommodation Rules and Safety and Fire Prevention Rules (vandalism, physical violence, rude manners towards the UHK staff, fraud, destruction of the Halls of Residence property, etc.), subject to a prior warning;
  - b) Should the Student allow not-reported persons to stay overnight in his/her apartment or should he/she provide reserved accommodation premises to other persons;

- c) Should the Student, notwithstanding the fact that he/she has been warned, repeatedly fail to keep his/her room clean and tidy and in good hygiene-order, as well as the common space within the Halls of Residence;
  - d) Should the Student cause damage to the UHK property;
  - e) Should the Student repeatedly fail to pay the Accommodation Rent within the stipulated period of time and the amount due has exceeded the Accommodation Rent for one month.
  - f) In other cases, where this is stipulated in the Accommodation Contract.
3. The Halls of Residence Director issues a written decision on termination of accommodation. The Student concerned is required to move out of the Halls of Residence within three days following delivery of the Decision and hand over the room to the Quartermaster on the day of termination of accommodation. Decision on termination of accommodation shall be sent to the Student in writing (via e-mail). The Student may submit a written appeal against such a decision within fifteen days with the Vice-Rector for study affairs and cooperation with practice. The submission of such an appeal does not have a suspensive effect.
  4. Should the accommodation be terminated by the Halls of Residence, the Student does not have any right for any substitute accommodation. Should the Student fail to move out within the time period stipulated by Article 6(3) hereof, he/she shall be moved out forcibly by the Halls of Residence staff and shall have to pay related damage incurred by the Quartermaster. The Student shall be charged a fee for his/her things storage according to the valid pricelist. The UHK Halls of Residence do not provide the sending of items stored by post or other transport company. If the student fails to pick up his/her personal belongings stored within one year of their storage, the UHK Halls of Residence reserves the right to sell or otherwise offer the belongings to other persons in order to vacate the storage facilities, unless otherwise agreed in writing with the student individually.

## **Article 7**

### **Rights and Obligations of Accommodated Students**

1. Accommodated Students are entitled to:
  - a) Basic equipping and furnishing in their room (furniture, a blanket and pillow and bed linen);
  - b) Have their bed linen changed;
  - c) Use of the common space of the Halls of Residence and services provided within the Halls of Residence, receive visitors with the approval of other

roommates in the room from 8:00 a.m. to 10:00 p.m. (in accordance with the further provisions of these Halls of Residence and Accommodation Rules);

- d) Timely remedy of reported defects;
- e) Obtain keys to a specific entrance, apartment and room;
- f) Use only those electrical appliances permitted in the Halls of Residence under the condition they comply with technical conditions stipulated by the valid standards.

2. Accommodated Students are obliged to:

- a) Follow the provisions of these Halls of Residence and Accommodation Rules, the Accommodation Contract, Halls of Residence Director's instructions and generally binding legal regulations, and follow the rules of good manners;
- b) Present their proof of identity and other documents (ID card, passport, visa, residency permit) when moving in the Halls of Residence;
- c) Pay the Rent and other fees according to the valid pricelist within the given period of time;
- d) Move into the flat and room allocated to them and to make receipt of the room equipping and furniture;
- e) Observe Silent Hours from 10.00 p.m. to 6:00 a.m.;
- f) Regularly clean and keep clean and tidy their apartments and common Halls of Residence places (regularly remove rubbish, regularly clean the bathroom, toilet and kitchen, etc.); they are required to conserve the apartment equipment and furnishing; save water, heat and electricity;
- g) Provide the caretaker with access to sanitary facilities for cleaning purposes;
- h) Own a valid UHK Student Identification Card which shall allow them to enter the Halls of Residence and use the Halls of Residence services. If requested by the Reception Desk personnel, or any other Halls of Residence Staff, Students are required to submit their ID Cards for inspection;
- i) Observe fire and safety rules and hygienic regulations;
- j) Immediately report detected defects in the ISKAM accommodation system (so-called online reporting of defects), in case of an urgent accident, report the defect at the Halls of Residence reception, to maintenance staff or Halls of Residence housekeeper;
- k) Reimburse, immediately after calculation, any and all damage to the Halls of Residence property caused by incorrect usage or intentionally;

- l) Clean their rooms and apartment before moving out and have the form Certificate of Cleaning confirmed. When moving out, hand over the room in the same condition as taken over at the start of accommodation (remove pasted posters, paintings and other accessories to the interior; i.e. restore the room), including any and all lent inventory. Students are required to hand over their keys in person at the Halls of Residence Reception Desk and sign out;
  - m) Whenever leaving their rooms, even for a short period of time, and if none of their roommates remain in the room, to switch off the lights and lock the door of their room and the apartment. The key may not be left in the lock. The same applies to locking the room and apartment at night before going to bed, provided the next-door room is vacant and guests can be accommodated there (temporary, short-term hotel-like accommodation).
  - n) In crisis situations (epidemic situation, natural disasters, state of emergency, etc.) the students are obliged to follow the special provisions of the Accommodation Contract considering such state, as well as related instructions of the Halls of Residence Director.
3. Accommodated Students may not:
- a) Restrict rights and personal freedoms of other accommodated persons;
  - b) Use the accommodation and common premises for private entrepreneurial activity;
  - c) Move to another room or apartment without the consent of the Halls of Residence Director's or personnel authorized by her;
  - d) Allow persons who are not registered to accommodate themselves at the Halls of Residence (short-time or overnight stay), or receive guests in any other way than stipulated in Article 9(4) hereof;
  - e) Damage or wilfully change the Halls of Residence equipment and furnishing (e.g. rearrange and disassemble furniture in the room, exchange furniture between individual rooms, place posters on the room walls; otherwise, the Students are obliged to pay the room decoration according to the valid pricelist);
  - f) Intervene, in the premises of the Halls of Residence, into any wiring networks, water-supply networks or lift devices;
  - g) Damage, abuse or in any other way impede the use of fire extinguishers, wall hydrants or fire protection equipment. They may not damage, remove or destroy information sheets, guidelines or tables that support fire protection. Any breach of this sub-section gives reason for a fine to be imposed in accordance with the valid pricelist;
  - h) In any way intervene in telephones installed at the Halls of Residence;



- i) Block in any way the function of the Halls of Residence entrance door, change their room door lock, make copies of keys and provide them to other persons;
- j) Overload lifts;
- k) Hold, store and carry cold weapons, fire-arms, guns and ammunition within the meaning of Act No. 119/2002 Sb., on weapons, as amended;
- l) Produce or hold substances that endanger generally health and property, including, but not limited to chemical substances, biological and radioactive materials, explosives and other potentially explosive substances, including entertainment fireworks, and hold equipment and substances for their production;
- m) Produce, use or hold any amount of drugs and other addictive substances;
- n) Hold in the Halls of Residence alcoholic beverages in barrels and other large capacity containers, hold and store pressure bottles of any type and volume exceeding 0.5L;
- o) Consume alcohol at the Halls of Residence at a rate that disturbs the peace and quiet of the premises and the study needs of the other accommodated Students;
- p) For safety and fire protection reasons, use mobile grills or make open fires in their apartments or on their balconies; it is also prohibited to make open fires in the games area and in the garden;
- q) Ride bicycles or inline skates in the halls;
- r) Throw out any objects or pour out any liquids from the Halls of Residence windows;
- s) Smoke at any part of the Halls of Residence and throw out cigarette butts in front of the Halls of Residence premises;
- t) Have animals at the Halls of Residence;
- u) Use any other non-standard high energy consuming electrical appliances (such as space heaters, air conditioning, non-standard IT equipment like server, etc.).

## **Article 8**

### **Disciplinary Transgressions**

1. Should any Student breach the provisions of these Halls of Residence and Accommodation Rules, the Halls of Residence Director is entitled to make a record.
2. Selected violations of the provisions of the Halls of Residence Rules, the Accommodation Contract and related regulations may be fined by a contractual penalty under the conditions specified in the Accommodation Contract.
3. Should a Student repeatedly or grossly breach these Halls of Residence and Accommodation Rules, the Halls of Residence Director is also entitled to terminate the Student's Accommodation Contract. The Halls of Residence Director notifies the Vice-Rector for study affairs and cooperation with practice of it in writing and the Student is obliged, based on a written notification, to move out within the period of time stipulated by Article 6(3).

## **Article 9**

### **House Rules**

1. Only the accommodated persons, visitors registered at the Reception Desk and the Halls of Residence staff may enter the Halls of Residence.
2. When entering the Halls of Residence, every person is obliged to submit a valid Student's ID (ISIC card) or an ID card to the Halls of Residence staff upon request.
3. Silent Hours are from 10:00 p.m. to 6:00 a.m. During the Silent Hours, the accommodated persons must make measures to prevent any noise. They must ensure that noise does not get in the surroundings and other flats and does not disturb other accommodated persons. The accommodated persons must keep the Silent Hours not only in their apartments but also in the games area and in the garden. Exceptions from the Silent Hours are decided by the Halls of Residence Director.
4. Visiting Hours in the Students' rooms are from 8:00 to 10:00 p.m. Visitors are required to record their details at the Reception Desk. In the event of a disagreement between roommates and a visitor to the room, the visitor must leave the room. Overnight stays in student rooms are prohibited, visitors can may take advantage of hotel accommodation.
5. The entrance to the Halls of Residence (individual entrances) will be opened upon request between 10:00 p.m. and 6:00 a.m. for Students and guests

accommodated at the Halls of Residence only. Persons not accommodated at the Halls of Residence will not be allowed into the Halls of Residence.

6. If requested to do so by the Halls of Residence staff, visitors are obliged to leave the Halls of Residence should their conduct endanger other persons or the Halls of Residence property, or should they breach these Halls of Residence and Accommodation Rules.
7. The receptionist makes random safety rounds around the Halls of Residence during the Silent Hours. While he is making his rounds, accommodated persons cannot demand to be let into the Halls of Residence.
8. A First-Aid Kit is available at the Halls of Residence Reception Desk.
9. The Halls of Residence staff may enter rooms even without the accommodated person's consent on the following grounds:
  - a) Prevention of danger to life or health;
  - b) Prevention of damage to property;
  - c) Checks of fire and safety regulations observation;
  - d) Checks of hygienic standards observation;
  - e) Checks of the Halls of Residence and Accommodation Rules observation;
  - f) Performance of maintenance and cleaning and inventory-taking announced in advance.

## **Article 10**

### **Final Provisions**

These Halls of Residence and Accommodation Rules become valid and effective on the day of their issue. The previous Halls of Residence and Accommodation Rules hereby cease their validity.

In Hradec Králové on 25 April, 2023

Ing. Aleš Klicnar