

# Student Accommodation Code

in effect from 1st July 2019

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**This Student Accommodation Code is issued in accordance with the current regulations of the University of South Bohemia in České Budějovice and the Dormitories and Refectories of the USB.**

## **Article 1.**

### **Basic Provisions**

1. According to Article 12, 4 of the Statute of the University of South Bohemia in České Budějovice (hereinafter referred to as USB), the Dormitories and Refectories (hereinafter referred to as "DaR") constitute a part of the USB as purpose-built facilities built for provision of accommodation and catering - in particular to the members of the Academic Community of the University (students and employees of USB) - and possibly of other services.
2. DaR are headed by a Director responsible for all their activities, who is appointed and recalled by the Rector of the USB.
3. Other DaR executives listed in the in the Rules of Organization may also act on behalf of the University concerning DaR matters.
4. The DaR are governed by the provisions of the USB Statute, the USB Internal Regulations, and the Statute and Organizational Regulations of DaR. DaR issue their own internal regulations if so permitted by the USB Status or internal USB regulations.

## **Article 2.**

### **Decision Regarding Accommodation**

1. There is no legal entitlement to accommodation in the dormitories.
2. Accommodation is governed by the guidelines stipulated in the applicable Internal Regulation of the USB.
3. USB students may use the dormitory accommodation during the summer holidays outside the academic year under the charges of the current price list.
4. Minors (persons under the age of 18) interested in university dormitories accommodation are required to submit their legal representative's consent with the students accommodation in the USB dormitories authenticated by a notary public, see Appendix.



### **Article 3.**

#### **Placement and Relocation of Students in Dormitories**

1. Room allocation within the dormitories is carried out by Dormitory Managers of the respective dormitories. Students are obliged to move into the assigned room within 1 calendar day from the beginning of the academic year.
2. Relocation within a dormitory or between dormitories is possible only with the approval of the Dormitory Manager.
3. Students can be ordered to relocate in cases where it is necessary for ensuring smooth operation of the dormitories and to enable accommodation of other applicants.

### **Article 4.**

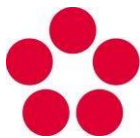
#### **Accommodation of Other Persons**

1. Any vacancies in the accommodation capacity, if this does not infringe the accommodation of students and employees of the USB, can be used for short and longterm accommodation of other persons, e.g. students' visitors, USB guests, lecturers, etc., or for accommodation of persons within the supplementary activities of the dormitories. These services are charged for according to the current price list.
2. With the consent of the Dormitory Manager and roommates, it is possible to exceptionally accommodate a student's visitor in their room. The student accommodating the visitor is fully responsible for the visitor's conduct. The accommodation is charged for according to the current price list.

### **Article 5.**

#### **Expiration of Accommodation**

1. The accommodation expires:
  - upon expiry of the period for which the accommodation was granted on the basis of the accommodation agreement,
  - if the student does not move in and does not conclude an accommodation agreement with DaR within 1 calendar day from the beginning of the academic year without giving a serious reason,
  - if the student does not register for accommodation for the following academic year within the set deadline,
  - by checking out of the dormitory accommodation,
  - upon a written notification from a Faculty about the student's termination of studies (withdrawal from studies, interruption, expulsion from studies or transfer to another school).
2. The DaR Director may decide to terminate a student's accommodation before the expiry of the contracted period on the proposal of the relevant Dormitory Manager, if the student:
  - seriously violates the provisions of the Student Accommodation Code,
  - does not pay the dormitory fee within the set deadline,



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- despite repeatedly issued warnings, does not keep to the standards of hygiene and does not maintain the cleanliness in the room, its equipment and in common areas of the dormitory,
- causes deliberate damage to the property of DaR or damages the property under the influence of alcohol,
- violates in other ways the Student Accommodation Code (e.g. by providing accommodation to undeclared persons, rioting and inappropriate behaviour towards DaR employees, fraud, causing damage to the Dormitory property, etc.),
- violating the smoking and alcohol consumption ban on DaR premises.

If the dormitory accommodation is terminated for these reasons, the DaR Director shall issue a decision in writing.

3. Students are obliged to leave the Dormitories on the day when their entitlement to accommodation expires at the latest. It is the student's obligation to:
  - return bedding provided by the dormitories,
  - provide a proof of payment of the dormitory fees on the date of departure,
  - return the items of room inventory in good condition,
  - return room keys and the Dormitory Card,
  - compensate for any damage caused by them to the room or to other dormitory equipment.
4. Student's check out of the dormitory is carried out by the Dormitory Manager or their authorized representative.

#### **Article 6.**

#### **Dormitory Card**

1. The Dormitory Card is a proof of the student's entitlement to accommodation at the dormitory, enabling them to enter the premises of the USB dormitories. The Dormitory Card is non-transferable. Students are obliged to present the Dormitory Card for inspection at reception when entering the dormitory.
2. In the case of loss or theft of the Dormitory Card, the student is obliged to notify the Dormitory Manager without delay, who then issues the student a duplicate of the Dormitory Card. There is an administrative fee according to the current USB price list.

#### **Article 7.**

#### **Rights and Responsibilities of Students in Dormitories**

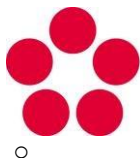
1. Accommodated students are entitled to:
  - upon allocation of accommodating conclude with DaR a temporary accommodation agreement according to the current version of the Civil Code on the day of commencement of accommodation at the latest,
  - be accommodated in a room with basic furnishings and furniture,
  - receive a duvet, pillow and bed linen,



- change of bed linen at least once in 4 weeks,
- room maintenance (to the extent resulting from normal use),
- use common dormitory areas and other dormitory facilities,
- receive visitors at allocated times according to Articles 9 and 10,
- hire selected items and appliances according to the current offer and price list,
- use their own electrical appliances (eg radio, television, computer, shaver, hair dryer, etc.).

2. Accommodated students are obliged to:

- comply with the provisions of the Student Accommodation Code and here to DaR management instructions,
- when entering the dormitories, automatically present the Dormitory Card for inspections, as stipulated in Art. 6,
- maintain cleanliness and order in the common areas of the dormitories,
- tidy and clean their room regularly,
- concerning the apartment type of accommodation (dormitory K1, K4) clean the common areas of the apartment (entrance hall, bathroom, toilet),
- regularly empty the rubbish bins to a designated area (rubbish containers),
- treat the equipment and room facilities and common dormitory facilities (kitchens, study rooms, TV rooms, gym, etc.) with care; use electricity, gas and water economically,
- pay the accommodation fee and other obligations to DaR regularly and on time,
- compensate for any damage to the property of DaR without delay,
- upon commencement of accommodation, familiarize themselves with the rules of work safety and fire protection and adhere to the safety and fire regulations,
- immediately notify the Dormitory Manager or the reception of any defects in the room and common facilities detected,
- adhere to hygiene rules and regulations of the dormitories,
- immediately notify the Dormitory Manager of any infectious disease or other serious illness suffered by the student,
- change bedding at least once in 4 weeks,
- adhere to the basic standards of good behaviour and good morals and keep the night hours between 10 pm and 6.00.,
- during the academic year allow entry to the room for the purpose of carrying out necessary and planned repairs of the dormitory facilities and for cleaning (e.g. revision of electrical wiring, electrical installation repairs, renovation of furniture, room decorating, window washing, cleaning of vacant rooms,),
- respect the DaR's right to close the dormitories.

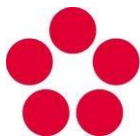


- Accommodated students are not permitted in particular to:
  - accommodate persons who are not registered in the dormitory,
  - move to another room without the manager's consent,
  - receive visitors outside the allocated time,
  - damage the property of DaR, the room and common areas equipment (e.g. by putting posters or stickers on doors and furniture, putting nails in the walls or drilling holes in furniture or walls),
  - overload the lift,
  - move the dormitory furniture and equipment without the consent of the Dormitory Manager,
  - bring in and use alcoholic drinks and drugs,
  - smoke on the dormitory premises,
  - keep any animals in the dormitories,
  - hang bags of food and throw rubbish or other items from the windows or balconies,
  - interfere in any way with any installations and equipment in the dormitories (wiring, gas, water, heating, lifts),  
for safety and fire regulation reasons, the use of convectors and other appliances (e.g. electric heating spirals, electric stoves, convector heaters etc. are strictly forbidden).
  - leave any objects in the dormitory common areas.
- 3. In the event of a serious breach of the provisions of the Student Accommodation Code, the Manager of the relevant dormitory is entitled to change the student's accommodation status to a conditional accommodation status. This shall be done in writing, explaining the reasons, with the conditioned period set until the end of the academic year but for a maximum period of six months. In case of a repeated breach of the Student Accommodation Code (in particular of paragraphs 2 and 3 of this Article), the College Manager may propose to the DaR Director an immediate termination of the student's accommodation (Article 5).

#### **Article 8.**

#### **Payments and Charges**

1. Students are required to pay accommodation fees (hereinafter "dormitory fees"), compensation for damages caused to the equipment and facilities of the dormitory and other payments where applicable.
2. The amount of dormitory fees is determined by the Rector upon recommendation by the DaR Director, taking into account the economic situation and the provisions of the relevant binding regulations.
3. The dormitory fees are due every month by 20<sup>th</sup> day of each month for the following month. Fees are payable in cash at the reception of each respective dormitory or by another form of payment (payment order, direct debit, payment cards).



4. Student is obliged to vote at least 30 calendar days in advance for the termination of long-term accommodation at the dormitory reception.
5. If the student does not pay the dormitory fees, their entitlement to accommodation expires on the last day of the month for which the accommodation fee has been paid.
6. Charges for using electrical or other appliances in DaR are governed by a current price list.
7. Students are obliged to pay for any damage caused to the equipment and facilities of the dormitory according to the pricelist set by the DaR Damage Board, by a date determined by the Dormitory Manager. If no culprit is found, the damage cost shall be jointly born by all the students accommodated in the room, on the given floor, in the apartment or the whole dormitory.
8. Payments made are non-refundable.

#### **Article 9.**

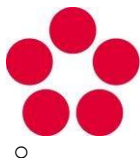
##### **Day to Day Operations**

1. The dormitories open at 6 am and close at 12 pm. Night hours in the dormitories are to be observed between 10 pm and 6 am.
2. Between 12 pm and 6 am, the entrance to the dormitory will be enabled upon request to students and guests accommodated in the dormitories. Persons who are not accommodated in the dormitories are not allowed to enter during this time.
3. The dormitory receptionist goes round the dormitory at random times during the night hours. During these rounds, the accommodated persons cannot be let in the dormitory.

#### **Article 10.**

##### **Receiving Visitors**

1. The dormitory visiting hours are set for the dormitories opening hours, i.e. between 6 am and 12 pm.
2. Visits from students accommodated in another dormitory are not recorded at the reception. The visiting student leaves their Dormitory Card at the reception and then can freely move around the dormitory. Students who do not have a dormitory pass cannot be admitted to the dormitory.
3. Students not accommodated in the dormitory identify themselves at the reception desk by a student identity card, ISIC card, ID card or another document. Their visits are recorded at the reception, their movement around the dormitory is not restricted.
4. Other (non-student) visitors sign in at the reception desk upon identifying themselves by an ID card or another valid document. The student receiving the visitors is responsible for the movement and behaviour of the visitors throughout their stay at the dormitory.



5. Visitors of staff and DaR management identify themselves by an ID card or a service card and sign in at the reception desk. The receptionist is obliged to report, by telephone, a visitor unknown to them to the relevant DaR employee.

#### **Article 11.**

##### **Operation of Other Dormitory Facilities**

1. Student clubs are run on the basis of specific contracts (e.g. lease agreements), subject to all applicable legal regulations.
2. The use of other common areas and other equipment (gym, table tennis room, study rooms, TV rooms, kitchens, laundries, clothes drying rooms, etc.) may be regulated by special instructions, otherwise it falls within the responsibility of the Manager of the respective dormitory.
3. Operation of the computer network and its use are governed by special regulations.

#### **Article 12.**

##### **Access to the Accommodated Person's Room**

1. Residents in DaR dormitories and facilities are guaranteed privacy.
2. When the resident is not present, no person may enter the room unless under circumstances dangerous to life and health of persons or property (in the event of a malfunction and necessary intervention with the heating, water, sewerage systems, electrical installations, in case of fire etc.).
3. In the case of necessary maintenance and cleaning work (e.g. planned reviews and inspections of technical equipment, room decorating, property inventory, window cleaning, etc.) announced at least two days in advance, DaR employees or other persons carrying out such work are authorized to enter the room even in the absence of the accommodated.
4. There are randomly performed unannounced checks of compliance with fire and safety regulations, hygiene standards and regulations and the provisions of this Student Accommodation Code. These are implemented by the DaR management out of their responsibility for the management and maintenance of USB assets and their protection against damage, destruction and loss and responsibility for fire safety, hygiene and health of accommodated persons. In the event of such unannounced check, the director of the DaR, Manager of the respective dormitory or another authorized person appointed by the DaR Director are authorized to enter the room even in the absence of the resident.



### **Article 13. Liability for Damages**

1. Each time, even if leaving the room for a short time, if there is no other resident in the room, the student is obliged to lock the room or apartment and remove the key from the lock. The same applies to locking the room at night before going to sleep.
2. DaR are not responsible for any items that were brought into the dormitory for accommodation purposes.
3. DaR is not liable for resident's stolen property beyond its liability insurance.
4. Any damage caused by the accommodated persons to the DaR property must be paid for immediately upon the agreement of the Manager of the respective dormitory.

### **Article 14. General Dormitory Provisions**

1. Non-standard situations occurring during accommodation in the dormitories and any offenses of the students accommodated in the dormitories are dealt with by the Managers of the respective dormitories. Serious misconduct is referred to the DaR Director together with a proposal for action to be taken.
2. The Student has the right to appeal against the Dormitory Manager decision to the DaR Director. Such appeal is served in writing within 3 days of receipt of the appealed decision. The DaR Director shall decide on the appeal within 10 days of its receipt.
3. Postal mail is delivered to the students through DaR into individual dormitories. Financial postal orders for students are not received by DaR.
4. No business activities are allowed in the dormitories. Any use of student rooms for purposes other than accommodation will be classified as a violation of the Student Accommodation Code.
5. The Student Accommodation Code comes into force on the day of signing. It is published on the DaR website, on the information boards in all USB dormitories and available in the reception of each dormitory.
6. This text supersedes the Student Accommodation Code of 1<sup>th</sup> September 2018 in its entirety.

In České Budějovice, on 1. 7. 2019