

Internal Regulations at the Silesian University in Opava, School of Business Administration in Karviná



UNABRIDGED TEXT

**ACCOMMODATION AND CATERING SERVICES REGULATIONS AT
THE SILESIA N UNIVERSITY IN OPAVA**

SCHOOL OF BUSINESS ADMINISTRATION IN KARVINÁ

Valid from 19. 11. 2013



ACCOMMODATION AND CATERING SERVICES REGULATIONS
AT THE SILESIAN UNIVERSITY IN OPAVA
SCHOOL OF BUSINESS ADMINISTRATION IN KARVINÁ

Introductory provisions

These Regulations lay down the conditions for accommodation and boarding for students at the Silesian University in Opava, School of Business Administration in Karviná (hereinafter the Faculty). In Part I the rules for the allocation of free places at the hall of residence are set (hereinafter the "Hall") as well as further details of student accommodation. In Part II rules for acquiring the diet allowance are stipulated.

Part I

Accommodation services

Article 1

Basic provisions

- 1) The Hall is an organizational unit of purpose-built facilities of the Faculty, which is subordinate to the Registrar of the Faculty.
- 2) The name of the Hall is:
Kolej NA VYHLÍDCE, Na Vyhlídce 1079, Karviná-Nové Město
- 3) The Faculty provides accommodation and other related services primarily to students enrolled at the Faculty under the conditions stipulated by these Regulations. Contractual relations are concluded on the basis of a written Accommodation Contract concluded between the accommodated person and the Faculty represented by the Registrar of the Faculty (or other authorized employee).
- 4) The Registrar and Head of the Department of the Hall of Residence and Catering Services are responsible for providing for material conditions of the accommodated students at the Hall and for creating conditions for study and rest.

Article 2

Basic conditions for accommodation at the Hall in the academic year

- 1) A student may be usually accommodated at the Hall of the Faculty on the basis of accommodation procedures.
- 2) The basic condition for accommodating a student at the Hall of the Faculty is the Dean's positive decision on the provision of accommodation to a student at the Hall of the Faculty.
- 3) Against the Dean's decision in the matter of accommodation at the Hall, the student can appeal within eight days after the publication of the decision through the Dean's Office to the Rector of the University, who will make a definitive decision.

Article 3

Administrative and organizational provisions of student accommodation at the Hall of the Faculty

- 1) Students who have applied in the accommodation procedures for year-round accommodation and whose applications have been positively processed, have a preferential right to be accommodated in the same rooms if the relevant section of the Hall will continue to be earmarked for year-round accommodation.
- 2) The placement of students to the rooms is ensured by the Department of the Hall of Residence and Catering Services.
- 3) In those buildings or their parts, where the rooms have no separate sanitary facilities, men and women are placed separately in parts of the floor. Sanitary facilities must be separate for men and women.
- 4) Accommodation of married or partner couples can take place only in designated parts of the Hall.
- 5) The accommodated student may request a change of accommodation.
- 6) The Landlord may unilaterally change the place of accommodation to the accommodated person for technical or economic reasons. Changing accommodation can usually be done in the intervening period between the conclusion of the Accommodation Contract and the beginning of accommodation. The accommodated person cannot be changed at a place of accommodation more than once during the period for which the Accommodation Contract was contracted. To change the accommodation for technical or economic reasons, the following rules apply:
 - a) The Landlord will allow the student to be accommodated in the same building and the same standard, for which the Accommodation Contract was contracted.
 - b) In justified cases, when one cannot act in accordance with letter a) the Landlord will provide accommodation with the student in another object of the Hall, and if possible in the same standard.

- c) The accommodated person has to agree to the change of accommodation associated with a change in the standard of accommodation.
 - d) In case of disagreement the accommodated person has the right to withdraw from the Contract. In this case the provisions referred to in Article 8, paragraph 1 letter c) do not apply.
 - e) The Landlord has the right to withdraw from the Accommodation Contract in case of disagreement of the accommodated person according to letter c) after prior consent of the Hall of Residence Council acting at the Hall, where accommodation was contracted by the Contract.
 - f) Accommodation of students with children is not possible at the Hall.
- 7) Students entering the first-year Bachelor's, Master's and Doctoral degree programs are accommodated within a predetermined booked accommodation capacity.

Article 4

Accommodation Contract

- 1) Students are accommodated on the basis of an Accommodation Contract concluded with the Faculty. The Accommodation Contract must contain:
- a) Formal information (identification of the contracting parties, signatures),
 - b) The name of the Hall, at which accommodation is provided,
 - c) The period, for which accommodation is provided,
 - d) Detailed specifications of accommodation conditions agreed in the Contract.
- 2) Students, who are entitled to accommodation at the Hall under Art. 2 paragraph 2 are obliged to conclude the Accommodation Contract at the latest by 30. 6. in the calendar year in which it is to be provided. In case they fail to do so, they lose the right to accommodation and their place will be offered to the next candidate. The Registrar of the Faculty may, in justified cases, grant exemptions and maintain the right to accommodation of the accommodated person even after the expiry of this period.
- 3) Provisions of Article 4 paragraph 2) do not apply to the incoming first years.
- 4) In the interest of faculty activities (conferences, seminars organized by the Faculty) the Dean may interrupt the accommodation of students from 20.6. to 15.9. for necessary time in exceptional circumstances approved by him/her; students must be notified at of this fact at least one month in advance. The Faculty provides interested students with alternative accommodation.
- 5) Students accommodated after the conclusion of the Accommodation Contract are issued a non-transferable card.
- 6) The Accommodation Contract may be concluded for a maximum period of 1 year, at the earliest from 1.7. in the current year and no later than 30.6. the following calendar year.
- 7) The conclusion of the Accommodation Contract over the whole year (this is the period from 1.7. of the calendar year to 30. 6. the following year) is possible only if the accommodation is

allocated to buildings or comprehensive parts stipulated by the Registrar of the Faculty with regard to operation requirements. In these buildings students who have signed the year-round Accommodation Contract, will be preferably offered a booking of their accommodation.

8) When concluding the Accommodation Contract one can collect a refundable deposit for accommodation as a down payment on any commitments to the Landlord arising from this Contract. This refundable deposit is set at a maximum of 1.5 times the highest rate of the accommodation fee. The deposit is fully refundable upon termination of students' accommodation except for the case provided in paragraph 9) of the article. Further in justified cases a deposit is refundable upon written request to the Registrar of the Faculty.

9) If upon termination of accommodation the damage of entrusted inventory is detected the accommodated person will reimburse for damage caused up to the amount of the approved payments for damage caused. The damages can be paid by recompense from a refundable deposit.

10) The amount of the refundable deposit is made by the Dean at the proposal of the Registrar of the Faculty. The amount of the refundable deposit is stipulated in the Hall of Residence price list.

Article 5

Methods of accommodation and accommodation fees

Accommodation for students and others in the Hall of residence buildings can be:

1) **Long-term** - this accommodation is usually provided to students of the Bachelor's, Master's and Doctoral program based on the results of the accommodation procedures (see Art. 2) and the concluded Accommodation Contract (see Art. 4). Accommodation fees are set with regard to the standards of the equipped rooms and may be adjusted annually for changes in tax laws and the proclaimed inflation rate in the Czech Republic. The price list of accommodation fees is proposed by the Registrar of the Faculty after consultation with the appropriate Hall of Residence Council. The Hall of Residence Council puts forward their written opinion to the price list adjustments. The Registrar is required to join this opinion on the proposed adjustments of the price list. The price list is approved by the Dean. Besides the above mentioned accommodation fees students may be charged additional fees in accordance with the Accommodation Contract and the applicable service price lists.

2) **Specific** - the Hall has limited spare bed capacity, which is utilized to accommodate foreign students during their study stays, part time students, foreign lecturers, staff and guests. This type of accommodation fees are set and adjusted with respect to tax laws and the inflation rate in the Czech Republic. The accommodation price list is proposed by the Registrar and approved by the Dean.

3) **Spare** - with regard to spare accommodation capacity and economic operation the Department of the Hall of Residence and Catering Services offers accommodation for others interested in accommodation. Prices are set according to the type of accommodation, the category of the

interested people in accommodation, the price range and the facilities of a similar type. The price list is proposed by the Registrar and approved by the Dean.

Article 6

Principles of the accommodation of students and others in the buildings of the hall of residence

- 1) The total capacity of the buildings of the Hall is divided and subdivided within the accommodation regulation to:
 - a) Student accommodation capacity for the second and higher years earmarked for year-round accommodation,
 - b) Student accommodation capacity for the second and higher years earmarked for accommodation during September to 30. 6. the following calendar year,
 - c) Student accommodation capacity earmarked for the incoming first year students,
 - d) Student accommodation capacity earmarked for study stays of foreign students,
 - e) Accommodation capacity adapted for disabled students,
 - f) Accommodation capacity for the accommodation of foreign lecturers, staff and guests,
 - g) Accommodation capacity for spare commercial accommodation.
- 2) Requirements for the year-round Accommodation Contract of full-time students, study stays of foreign students, the accommodation of students with disabilities, foreign lecturers, faculty staff, guests of the Faculty and participants in events organized by the Faculty are provided by the Department of the Hall of Residence and Catering Services.

Article 7

Methods of payment of fees for accommodation

- 1) Students accommodated within the accommodation regulation at the Hall are recorded in the electronic database of the accommodated students and have the option to pay the accommodation fee as follows:
 - a) Through direct debit payments from the bank account of the accommodated person or another person who pays the accommodation fee at the financial institution selected for the purpose of direct debit payments for the accommodation fee. Debit payment authorization must always be set up by the account owner and the Landlord has to become familiar with this fact. The maturity of the accommodation fee is agreed in the Accommodation Contract.
 - b) Through direct debit payments from the bank account of the accommodated person or another person who pays the accommodation fee by a standing order crediting the account of the Faculty. Variable symbol, specific symbol and maturity of the accommodation fee are agreed in the Accommodation Contract.
 - c) In cash in justified cases, especially when commencing or terminating the

accommodation at the cash desk of the Faculty.

- d) If technical conditions of the Landlord allow possibly another way of paying the accommodation fee than it has been specified above, the Landlord will specify this different method of payment based on a written request of the accommodated person through the written amendment to the Accommodation Contract.

2) Other forms of accommodation can be paid in cash by agreement or by payments of the invoice issued.

Article 8

Termination of long-term accommodation within the accommodation regulation

1) The right to accommodation shall cease:

- a) Through the expiry of the period for which the accommodation is provided in accordance with the Accommodation Contract,
- b) If the student does not move into and has the Accommodation Contract concluded in accordance with Article 4 paragraph 2) without giving any serious reason in writing within 2 working days from the date on which the accommodation is provided for the academic year.
- c) Through the notice from the student. The student may give a written notice of the Accommodation Contract, with the possible termination of the accommodation from the first day of the following month. Thus, the student loses the right to a refund of the deposit.
- d) Through graduation in accordance with the Study and Examination Rules of the University, interruption of studies, exclusion from studies or transfer to another school. Accommodation lapses from the first day of the following month. Thus, the student loses the right to a refund of the deposit. The provisions of the preceding sentence shall not apply to the proper completion of studies referred to in Article 25 paragraph 1 of the Study and Examination Rules of the University.
- e) By the decision to cancel the accommodation provided for in paragraph 2) of this article.

2) The Dean can cancel the accommodation of the student at the Hall at the proposal of the Registrar of the Faculty after the statement of the Hall of Residence Council if he/she:

- a) Seriously or repeatedly violated the provisions of these regulations or fire, safety and hygiene regulations.
- b) Allowed accommodation of unregistered persons in the premises of the Hall.
- c) Did not comply with the conditions set out in the Accommodation Contract.

3) The Dean can cancel the accommodation of the student at the Hall at the proposal of the Registrar of the Faculty without the statement of the Hall of Residence Council, if the student did not pay two consecutive payments of the accommodation fee within the specified time, even though the student was provably asked.

4) Offenses referred to in this article are considered a serious breach of the Regulations of the Accommodation Contract and the reason for the cancellation of accommodation at the Hall. The Dean's decision to cancel the accommodation must be made in writing and delivered to the student. The decision must contain reasoning and notice of the right of remedy. If it is not possible for whatever reason, to ensure delivery to the last known address of the accommodated student, an alternative delivery applies through publishing such a decision at the appropriate Hall as well as on the notice board of the Faculty.

5) A student whose accommodation has been revoked in accordance with this Article of Accommodation shall move out of the Hall within 2 days after receipt of the decision and meet all obligations to the Hall. Otherwise, the student runs the risk of forced eviction and damage caused to the Landlord due to this fact.

6) The student is entitled to appeal against the Dean's decision on the cancellation of the accommodation within 8 working days after its receipt. An appeal has suspensive effect and is served in writing through the Dean to the Rector who will examine the reasons stated therein and shall forthwith communicate his/her decision to the student and the Dean.

7) The right of remedy is not permissible in the appellate proceedings.

8) The student can be excluded from the accommodation facilities for the next academic year, whose accommodation has been canceled in the course of the current academic year for the reasons set out in paragraph 2) of this article.

Article 9

Accommodation of students in summer months

1) Students in the accredited programs who have not signed the year-round Accommodation Contract and who conduct their practice, workshop etc. during the holidays, which are part of the relevant study program, qualify for accommodation at the time of the duration of the above-mentioned events according to the price list of accommodation fees.

Article 10

Student self-administration at the Hall

1) The body of the student self-administration at the Hall is the Hall of Residence Council, which mainly represents the accommodated students in negotiations with the management of the Department of the Hall of Residence and Catering Services or the Registrar of the Faculty and performs other activities connected with the organization of accommodation at the Hall.

2) The activity of the Hall of Residence Council is governed by the Statute of the Hall of Residence Council, which is an internal regulation of the Hall of Residence Self-Administration. The Hall of Residence Council prepares the text of the Statute of the Hall of Residence Council. The statute of the Hall of Residence Council is approved by the Academic Senate of the SU SBA.

Part II

Catering services

Article 1

Basic provisions

- 1) The student's canteen and other catering facilities are organizational units of purpose-built facilities of the Faculty, which are subordinate to the Registrar of the Faculty.
- 2) The overview of catering facilities:
 - a) Student's canteen at Univerzitní nám. 1934/3, Karviná-Ráj,
 - b) Student's canteen at Na Vyhlídce 1079, Karviná-Nové Město,
 - c) Cafeterias in the faculty buildings.
- 3) The student's canteen publishes a menu for the following week every Thursday. The menu includes a selection of more kinds of ready meals and fast food. The order of meals is as follows: it is possible to order meals (at least one day in advance) and select quickies without previous orders.
- 4) The price of a meal is according to a published menu. The student pays the meal reduced by the value of the allowance of the Faculty. The allowance for one meal consumed is at a rate which is determined by the Ministry of Education, Youth and Sports.
- 5) The reimbursement of the meal consumed is possible:
 - a) In cash directly at the dining room of the student's canteen.
 - b) Non-cash - if the student shows a valid student ID card and a positive balance in his/her catering account. Cash can be deposited into the catering account at the cash desk of the Faculty or transferred to the Rector's Office account 117479043/0300, variable symbol is a birth identification number of the student.
- 6) Students in the full-time Bachelor, Master and Doctoral studies are entitled to an allowance for two main meals a day within the monthly limit according to the number of days in a given month.
- 7) Part time students in the Bachelor, Master and Doctoral studies are entitled to an allowance for two main meals a day to the extent of direct teaching according to the established schedule.
- 8) Full and part time students in the Bachelor, Master and Doctoral studies, participating in winter or summer physical education courses, or participating in academic sport championships and similar sporting events are entitled to receive two meals a day in catering facilities of other legal persons only if they have an agreement with the Ministry of Education, Youth and Sports.

Article 2

Principles for the provision of catering services

- 1) At the beginning of each academic year the Dean's provision of accommodation and catering services is issued regarding the provision of catering and accommodation services in the academic year.
- 2) Principles concerning the provision of catering services are published prior to the beginning of the academic year and are published via the Internet and on the notice board of the Faculty.

Part III

Final provisions

- 1) The draft of amendments to the Accommodation and Catering Services Regulations at the Silesian University in Opava, School of Business Administration in Karviná was approved in accordance with § 27 paragraph (1) letter b) Act No. 111/1998 Coll., on universities and on changes and amendments to other acts (the Higher Education Act), as amended, by the Academic Senate of the Silesian University in Opava, School of Business Administration in Karviná on 8. 10. 2013.
- 2) The changes of the Accommodation and Catering Services Regulations at the Silesian University in Opava, School of Business Administration in Karviná were approved according to § 9 paragraph (1) letter b) Act No. 111/1998 Coll., on universities and on changes and amendments to other acts (the Higher Education Act), as amended, by the Academic Senate of Silesian University in Opava, becoming in force on 19. 11. 2013.
- 3) These changes of Accommodation and Catering Services at the Silesian University in Opava, School of Business Administration in Karviná will become effective upon approval by the Academic Senate of the Silesian University in Opava.

doc. Ing. Pavel Tuleja, Ph.D.

Dean