



Director's regulation no. 2/2009

Procedure in case of the violation of the Accommodation and Dormitory Rules

- 1) Within cognizance of dormitory managers
 - a) The manager of the relevant dormitory settles minor infringements of Dormitory Rules with the involved resident by means of the parole agreement. Repeated infringements of the Rules or infringements of more serious nature are settled by **a reproof**,
 - b) Reproof has to be: in a written form, discussed with the dormitory committee and delivered to the involved resident,
 - c) Should the reproof be given to the resident, s/he is obliged to pay one time administrative fee of 500 CZK,
 - d) In case of more serious or repeated infringement of the Dormitory Rules, the dormitory manager passes the matter together with the written report and statement of the dormitory committee's deputy to the manager of the Department of Accommodation Services; judging the seriousness of the infringement and decision to pass it to the department of Accommodation Services is within cognizance of the dormitory manager.

- 2) Within cognizance of the manager of the Department of Accommodation Services
 - a) The manager of the Department of Accommodation Services starts dealing with the infringement of the Accommodation Rules on the basis of the written report by the dormitory manager; in case of poor payment discipline the manager of the Department of Accommodation Services commences disciplinary proceedings only on the basis of data from the information system even without the delivery of the written report by the dormitory manager,
 - b) The department manager is obliged to examine the matter within 14 days since the delivery of the written report; in case of poor payment discipline the manager starts disciplinary proceedings immediately even without the written report,
 - c) The department manager summons the involved resident (at least 7 days in advance) to a personal interview which will take place in the presence of a deputy of the dormitory committee; it depends on the manager's decision if s/he decides to administer **reprimand – conditioned withdrawal from the accommodation contract (from herein referred as to reprimand)**, which is then delivered to the involved resident; in case that the accommodated does not attend the personal interview and fails to apologise for his/her absence in advance, the proceeding will take place even without his/her presence,
 - d) The reprimand remains valid for the whole corresponding school year; a copy of the reprimand is handed over to the dormitory manager, a deputy of the dormitory committee and in case of a student that is registered in the Department of International Relations, one copy is also sent to this department of ICT Prague,

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- e) In case of administration of a reprimand, the involved resident is obliged to pay a one time administration fee of 800 CZK,
 - f) Should the student move during the school year to another dormitory the reprimand is transferred to his/her current dormitory (this means that the reprimand is not bound to the dormitory but to the accommodated person),
 - g) In case of another violation of the accommodation rules following after the administration of the reprimand the dormitory manager informs the manager of the Department of Accommodation Services and s/he passes this matter to the director of SÚZ (Administration of University Facilities (AUF)) including all documentation and a written proposal for the exclusion of the involved student from the dormitory,
 - h) The involved resident may lodge an appeal against the administration of the reprimand within 7 working days to the director of ICT – AUF who is obliged to decide in this matter within 7 working days since the delivery of the appeal,
- 3) Within cognizance of the director of Administration of University Facilities (AUF)
- a) The director of AUF may decide to **expel the student from the dormitory**,
 - b) On the basis of the written proposal to expel the student from the dormitory, the director summons a disciplinary committee within 14 working days to investigate the whole matter,
 - c) The disciplinary committee decides about exclusion from the dormitory in the following constitution: the director of AUF, the manager of the Department of Accommodation Services, the dormitory manager and a deputy of the dormitory committee. It is not possible to lodge any appeal against the final decision of the disciplinary committee,
 - d) The director proceeds to the exclusion of the student from the dormitory immediately after the disciplinary committee had decided so; in case of a very serious breach of the Accommodation and Dormitory Rules the director may decide to expel the student from the dormitory even without the previous decision of the disciplinary committee (and gives notice about this action to the dormitory committee),
 - e) The exclusion from the dormitory and termination of the Accommodation Contract is valid for 6 calendar months and the director informs about this verdict in a written form the following participants of the proceeding: the involved resident, members of the dormitory council, the manager of the Department of Accommodation Services and the dormitory manager and in case of a foreign student, the director of AUF also informs the Department of International Relations ICT-Prague,
 - f) After expiry of this period the student may apply for accommodation again.

In Prague on 7.4.2009

*Ing. Stanislav Starý
director*

This regulation of the director no. 2/2009 is valid from 1.9.2009; on this day the previous regulation of the director no. 11/2006 from 6.11.2006 expires.