



Director's Directive No. 3/2022

Procedure for Violation of Accommodation and Residence Hall Rules

1/ Under the Responsibility of Residence Hall Managers

- a/ Managers of respective Residence Halls settle minor offences committed by residents by an oral intervention; repeated and more serious offences are dealt with by issuing a warning **rebuke**.
- b/ A rebuke needs to be issued in a written form and delivered to the resident in question.
- c/ If a rebuke is issued, the given resident is also obliged to pay an administration fee of 500 CZK. This fee needs to be paid within 7 calendar days following after the issue of the rebuke. The administration fee is to be paid in the management office of the relevant Residence Hall or via money transfer paid to the bank account designated for the payment of accommodation fees.
- d/ In case another offence is committed after the issue of the rebuke or in case of a serious violation of Residence Hall rules, a written note is sent to the manager of the Operational Department. Assessment stating how the given violation/breach of rules is serious and an incentive to send the note to the Operation Department manager fully lies within the responsibility of the individual Residence Hall managers.
- e/ In case the given student moves to a different Residence Hall in the meantime, the rebuke concerning their violation of the accommodation rules is passed on to their current place of stay (i.e. rebukes are not bound to a specific Residence Hall but to the particular resident).
- f/ The first failure to pay the accommodation and/or other fees on time is considered as a minor offence and the Residence Hall manager immediately notifies the given resident of the issue. In contrast, repeated overdue payments are considered a serious violation of the accommodation rules. In that case, a rebuke is issued automatically and sent to the Operational Department; an individual payment calendar can be accepted in exceptional cases, based on the resident's request and the recommendation from the manager of the Operational Department.

2/ Under the Responsibility of Operational Department Manager

- a/ The Operational Department manager deals with the violation of accommodation rules with the residents in question based on a written notice issued by the Residence Hall manager.
- b/ The department manager is obliged to investigate the breach of the rules within 14 calendar days starting from the day when they were notified of the issue; in case of overdue payments or other more serious offences, a disciplinary procedure is initiated immediately.
- c/ The department manager shall ask in advance the given resident to attend a personal meeting where the manager evaluates the severity of the offence and subsequently decides about issuing a **reprimand – conditional contract termination (hereinafter referred to as the “reprimand”)**,

which is then delivered to the resident. Should the particular resident fail to attend the meeting, the evaluation process will be carried out in their absence.

d/ Reprimands are valid for the respective academic year, the copy of the reprimand is handed to the Residence Hall manager, and, in case of a student registered at the Department of International Relations, a reprimand copy is also sent to that Department. As for students from other universities, the information concerning the reprimand is sent to the relevant university as well.

e/ When a reprimand is issued, a one-time administrative fee of 800 CZK is to be paid by the resident in question. The fee is to be paid within seven calendar days following after the day when the reprimand has been issued. Specifically, it needs to be paid in the Office of the Operational Department or via a transfer payment deposited to the bank account reserved for accommodation payments.

f/ In case the given student moves to a different Residence Hall in the meantime, the reprimand concerning their violation of the accommodation rules is passed on to their current place of stay (i.e. reprimands are not bound to a specific Residence Hall but to the particular resident).

g/ In case another offence is committed after the reprimand has been issued, the Residence Hall manager informs the manager of the Operational department, who subsequently presents the entire case to the AUF director, including all the documentation and a proposal to expel the given resident from the respective UCT Residence Hall.

h/ The resident in question has a right to object to the reprimand within the following seven calendar days. The objection is to be addressed to the UCT – AUF director, who subsequently decides about further legal steps.

2/ Under the Responsibility of the Director of Administration of University Facilities

a/ The AUF director decides **whether or not the given student should be expelled** from the relevant UCT Hall of Residence.

b/ The decision about the expulsion of the particular resident including the date of its effect completely falls under the responsibility of the AUF director. The decision is final and cannot be challenged.

c/ In case of a rather serious violation of accommodation rules, the director can decide about the expulsion of the particular resident even without a previously issued warning rebuke and a reprimand based on the incentive from the Residence Hall manager or the manager of the Operational Department.

d/ The expulsion from the Residence Hall and the termination of the accommodation contract is effective and valid for 6 months starting on the day when the accommodation contract has been terminated. The AUF director communicates their decision in a written form to the respective resident, the manager of the Operational department and the Residence Hall manager. In case of

foreign students, also the UCT department of International Relations is informed. As for students from other universities, their respective university is notified as well.

e/ After the 6-month period expires, the students in question can again apply for the accommodation in the UCT Residence Halls. Accommodation applications of such students submitted before the end of this period shall not be processed.

In Prague, on 7.6.2022


Ing. Stanislav Stary
director

This director's directive No. 3/2022 is effective from 1.7.2022; as of this date the director's directive No. 2/2009 from 7.4.2009 is cancelled.

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