

University of Chemistry and Technology, Prague

Designation	DIRECTIVE no. A/S/961/4/2022
Matter	Framework rules for the accommodation of foreign students and employees in the dormitories of the University of the UCT Prague
Scope	All-university
Effective from	3.10.2022
Effective until	Not specified
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Cancelled	
Prepared by	the ASPF and DIR
Published by	prof. Dr. RNDr. Pavel Matějka

Article 1 Introductory provisions

1. This Directive sets out the framework rules for accommodation of foreign students and employees in accommodation facilities in Prague operated by the Administration of University Facilities of the University of Technology Prague (hereinafter referred to as "UCT Prague dormitories").
2. The Framework Rules are intended to define procedures that will enable foreign students and employees to be accommodated in the dormitories of the UCT Prague to the maximum extent possible, especially with regard to the specific requirements placed on the stay of foreigners in the Czech Republic by legislation and to fulfil the agreements of the UCT Prague with foreign institutions.

3. A foreign student is a foreigner-student of the UCT Prague who is not a citizen of the Czech Republic. For the avoidance of doubt, an applicant admitted to study is also considered a foreign student.
4. A foreign employee is a foreigner-individual with a labour-law relationship with the UCT Prague who is not a citizen of the Czech Republic. A person who will enter into an employment relationship with the UCT Prague and is registered for this purpose in the Mobility Information System (MobIS) of the UCT Prague is also considered a foreign employee.
5. Accommodation of foreign students and employees in the dormitories of the University of Technology Prague is realized
 - a) in cooperation with the Department of International Relations (DIR) of the UCT Prague and the Administration of University Facilities ("AUF"),
 - b) on the basis of requests from the Department of International Relations sent to the AUF,
 - c) on the basis of individual requests from foreign students sent directly to the AUF,
 - d) with the priority of meeting the requirements of the Department of International Relations,
 - e) with regard to the capacity possibilities of the AUF and the effective use of the accommodation capacity of the AUF.

Article 2

Accommodation for foreign students

1. Foreign students of Bachelor and Master's study programmes of the UCT Prague taught in English (self-paying students) administered by the Department of International Relations

- a) The Department of International Relations will communicate the expected number of these students by the end of February at the latest so that adequate capacity can be allocated for this group in the Accommodation Rules for the next academic year,
- b) the Accommodation Request form is sent to students by the Department of International Relations and the completed Request is forwarded to the AUF by a pre-agreed deadline,
- c) specific Accommodation Requests and unspecified requests are processed within the scope of the pre-allocated capacity and within the current capacity possibilities,
- d) accommodation is provided for the entire period of study corresponding to the schedule of the academic year, under the currently valid conditions for student accommodation (price of dormitory fees, range of services, etc.),

2. Foreign students of doctoral study programmes

- a) students receive information about accommodation in the dormitories during the admission procedure and arrange their accommodation individually directly at the AUF,
- b) the accommodation period usually corresponds to the timetable of the doctoral studies, i.e. from 1 September to 31 August,
- c) requests are dealt with under a special regime, based on individual requests and within the capacity of the AUF,
- d) accommodation is subject to the current student accommodation policy.

3. International students in double/joint degree and Erasmus Mundus programmes

- a) a summary request for the expected number, date and category of accommodation is forwarded by the Department of International Relations to the AUF by the end of February for the purposes of the allocation of the necessary capacity for the next academic year; the list of names by the date agreed in advance prior to arrival at the accommodation,
- b) the accommodation date may differ from the standard academic year schedule and is determined by the curriculum setting of the study programme,
- c) the request is processed under a special regime within the pre-allocated capacity,
- d) specific requests (single rooms, extended services, etc.) are implemented in cooperation between the Department of International Relations and the AUF,
- e) the preliminary and estimated numbers and any specific requirements are updated by the Department of International Relations and sent to the AUF on an ongoing basis,
- f) accommodation is subject to the current student accommodation policy.

4. Foreign exchange students (Erasmus and other exchange programmes)

- a) preliminary and estimated numbers for the allocation of the necessary accommodation capacity for the next academic year are sent by the Department of International Relations to the AUF by the end of February; they are updated for the winter semester in July at the latest and for the summer semester in December at the latest,
- b) the date of accommodation corresponds to the schedule of the academic year at the UCT Prague,
- c) students receive information about the possibility and conditions of accommodation through the Department of International Relations and arrange accommodation individually directly at the AUF,
- d) applications are processed under a special regime within the pre-allocated capacity,
- e) accommodation is subject to the current student accommodation policy.

5. Foreign students on internship at the UCT Prague

- a) accommodation requests are dealt with on the basis of a specific request from the Department of International Relations sent to the AUF,
- b) requests are preferably processed under a special regime and within the current capacity possibilities,
- c) the term of the internship or accommodation in the dormitory is not governed by the academic year schedule and is determined by agreement between the host institution and the student,
- d) accommodation is provided for the entire duration of the internship and is subject to the current student accommodation policy.

6. International students in the IAESTE internship programme

The accommodation is based on a contract between IAESTE and the AUF, which is updated every year. It concerns individuals and takes place under the terms of the above-mentioned contract.

Article 3 Accommodation for foreign employees

- 1. Accommodation is provided on the basis of a specific request from the Department of International Relations, in cooperation between the DIR and the AUF and within the capacity of the AUF.
- 2. Accommodation is provided as temporary accommodation for a period of 3 months under the currently valid student and employee accommodation policy (the price is equal to the dormitory fee).
- 3. The accommodation of foreign employees will preferably be implemented at the Sázava dormitory due to the more favourable layout for the accommodation of employees.
- 4. After 3 months, accommodation can be extended subject to the following conditions:
 - a) on the basis of an individual Accommodation Request sent to the accommodation department of the AUF by a foreign employee, which will be subsequently consulted with the Department of International Relations,
 - b) in case of free capacity,
 - c) at an increased price for long-term accommodation.

Article 4

Special arrangements

1. If the foreigner is a student as defined in Article 1, paragraph 3 and a foreign employee as defined in Article 1, paragraph 4, his/her accommodation is governed by Article 2 of this Directive and he/she is considered a student for the purposes of this Directive.
2. In the case of circumstances worthy of special consideration (especially humanitarian), to fulfil the obligations arising from contractual relations or the applicable legislation of the Czech Republic; or upon the proposal of the Vice-Rector for External Relations and Communication, the Director of the AUF may decide on a different procedure in specific cases.
3. The Directive lays down framework and general rules and does not provide for the possibility to deal with individual and unspecified cases under a special regime.

In Prague on October 3rd, 2022

prof. Dr. RNDr. Pavel Matějka
rector