

B1-05/5-HN



PALACKÝ UNIVERSITY IN OLOMOUC
MAIN REGULATION OF UP

B1-05/5-HN

University Canteen Code of Palacký University in Olomouc

Contents: The present Code governs conditions and other particulars of catering in university canteens and related food outlets of Palacký University.

Drafted by: Manager of Accommodation and Dining Facilities

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University Canteen Code of Palacký University in Olomouc

In accordance with Section 58 (2) (h) of the Constitution of Palacký University in Olomouc (hereinafter referred to as the "Constitution") the Academic Senate of Palacký University in Olomouc approved the present University Canteen Code of Palacký University in Olomouc (hereinafter the "University Canteen Code") at its meetings held on 22 June 2005 and 5 October 2005.

Article 1 Introductory Provisions

The present Code governs conditions and other particulars of catering in university canteens and related food outlets of Palacký University (hereinafter "UP").

Article 2 Fundamental Provisions

1. As further specified in Paragraph 2 of this Article, university canteens and food outlets are constituent parts of the accommodation and dining special-purpose facility. In accordance with the Organizational Manual of UP, they are managed by the Accommodation and Dining Facilities of UP (hereinafter referred to as "ADF").
2. Catering services are provided in the following places:
 - a) 17. listopadu Canteen, 17. listopadu 54, Olomouc,
 - b) Neředín Canteen, tř. Míru 113, Olomouc,
 - c) Šmeralova Food Outlet, Šmeralova 6, Olomouc,
 - d) Křížkovského Food Outlet, Křížkovského 8, Olomouc,
 - e) Food Outlet at the Faculty of Science, tř. Svobody 26, Olomouc,
 - f) Holice Food Outlet, Šlechtitelů 11, Olomouc.
3. University canteens of ADF and related food outlets provide, under conditions stipulated herein, catering services to:
 - a) students enrolled in study at one of the UP faculties,
 - b) academic staff and other university employees under their employment or similar contract,
 - c) pensioners (former employees of the university) in accordance with the collective agreement,
 - d) participants in congresses, conferences, sports and study events, and study stays organized at UP,

- e) other individuals and legal entities (external users) if this is not contrary to Letters a), b), c) and d) of this Paragraph.

Article 3 Conditions for Catering in University Canteens and Related Food Outlets

1. Catering is provided on the basis of an identification card (a student identity card or identification card) a UP employee card, or a pensioner identity card.
2. Other persons interested in catering under Article 2 (3) (d) to (e) may use the catering services on the basis of an order, a contract, or identification cards which are distributed by the university canteen office.
3. In food outlets where catering orders by means of identification cards have not been implemented, meals are ordered by stamping food vouchers.

Article 4 Preparation of Meals

1. Meals are prepared in accordance with a set of approved recipes kept in a database of recipes pursuant to the B or C standards. In case of complaints, the set of recipes is available from the manager of the university canteen.
2. In the student food outlets of 17. listopadu and Neředín Canteens, hot and cold meals, drinks, and complementary goods are sold.
3. Subject to operational limitations the following types of hot meals are offered: breakfast, lunch (soup, main course), ready-made, short-order, and other hot meals. Lunches, ready-made, short-order, and other hot meals also include a drink. The selection of main meals also includes hot and cold packed meals.
4. Lunch menus are published two weeks in advance. The selection of other meals is updated on a daily basis. The meals are listed together with the portion and price for the given meal type.
5. There is a book of suggestions, comments, and complaints available at each food outlet.
6. In accordance with the Complaints Code, complaints may be lodged with the manager of the canteen or food outlet.

Article 5 Pricing of Meals

1. Meal prices for students, employees, and other users are modified on an annual basis taking into account the personal and material costs as well as the prices of processed foodstuffs.
2. Students enrolled in study at a UP faculty are entitled to the "student price", i.e. students pay the average price of the processed foodstuffs and a part of the personal and material costs.
3. UP employees pay the average price of processed foodstuffs and a part of the personal and material costs under conditions agreed with individual UP constituent parts.
4. Pensioners (former UP employees) are provided with an employer's contribution to cover a part of the personal and material costs of the meals under conditions agreed with individual UP constituent parts.
5. External users pay prices in accordance with an applicable meal pricelist for ancillary activities.
6. Catering services for participants in congresses, conferences, sports, and study events as well as study stays organized by UP provided on the basis of an order by a faculty or other UP constituent part are entered into accounts in accordance with the pricing of the principal activity within internal bookkeeping in UP (VAT exclusive).
7. Catering in university canteens is priced on the basis of the average prices of processed foodstuffs and personal and material costs. The pricing of material and personal costs applicable for a calendar year is approved by the Bursar of UP as part of the principal activity upon a proposal by the Manager of the Accommodation and Dining Facilities. Prices for ancillary activities are set on the basis of internal pricing approved by the Bursar of UP.
8. Students enrolled in study at a UP faculty are entitled to subsidized meals (in accordance with Article 4 (3)). Such subsidized prices also apply to holiday periods. Foreign students following a program of study for foreigners in a foreign language or taking part in short-term study stays pay the same prices for meals as UP students and are subject to the same rules stipulated herein.
9. Academic staff and other UP employees may only buy one meal a day for the price defined in Paragraph 3 under conditions stipulated by the collective agreement. For further meals they shall pay the price for external users under Paragraph 5 in accordance with generally applicable legal regulations.

10. Pricelists of meals for individual groups of users are published in individual canteens and related food outlets and also on the ADF webpage.

Article 6 Rights and Obligations of Users

1. Students enrolled in study at the university, university employees or, as the case may be, other users, may use the catering services in university canteens and food outlets subject to their capacity, may order meals, cancel orders, and buy meals in accordance with the technical and organizational conditions of the university canteen, and express their comments, wishes, claims, and complaints.
2. All users shall comply with the time limitations for ordering meals and respect the opening hours of the canteens and food outlets.

Article 7 Inspection

1. In accordance with generally applicable legal regulations, inspection in the area of catering is governed by the Organizational Manual of the Accommodation and Dining Facilities of UP.
2. Senior employees consider users' comments and suggestions on an ongoing basis.
3. The compliance with legal and other regulations governing the provision of catering services is evaluated a minimum of four times a year by an inspection committee appointed by the Manager of ADF; the committee also evaluates how users' comments and suggestions are dealt with. The committee issues a report on its activity, which is published on the ADF webpage, at least once a year. Two members of the inspection committee are appointed by the Academic Senate of UP, one being a representative of students and the other of the academic staff.
4. Complaints are dealt with in accordance with generally binding legal regulations.

Article 8 Final Provisions

1. The present University Canteen Code comes into force and effect on the date it is published.
2. The present Code repeals Main Regulation of UP No. B11/2001, University Canteen Code of UP.

In Olomouc on 7 November 2005

Doc. RNDr. Roman Kubínek, CSc., in his own hand
Chairperson of the Academic Senate of UP

Prof. MUDr. PhDr. Jana Mačáková, CSc., in her own hand
Rector of UP