



In Pilsen, August 19, 2025
Ref: UKLFP/506713/2025

DEAN'S ORDER NO. 2/2025

PARKING FEE AT THE FACULTY OF MEDICINE IN PILSEN OF CHARLES UNIVERSITY

Article 1 Introductory provisions

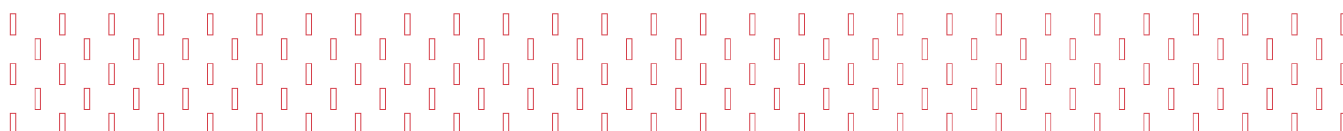
- 1.1 This Dean's Order on Parking Fees (hereinafter referred to as the "Dean's Order") regulates the operating fee for parking on the premises of the Faculty of Medicine in Pilsen of Charles University (hereinafter referred to as the "Faculty"), the method of payment of this operating fee, and other matters related to this issue.
- 1.2 This Dean's Order regulates the operating fee for parking for persons in employment or other similar relationships with the faculty (hereinafter referred to as "employees") and for students of the faculty.

Article 2 Operating fee

- 2.1 The operating fee is set at CZK 500 for the current academic year.
- 2.2 Instructions and guidelines for paying the operating fee by employees, along with other provisions, are defined in the parking guidelines on the faculty intranet – section: Employee Services – Parking.
- 2.3 Instructions and guidelines for students to pay the operating fee are generated automatically.
- 2.4 Payments made during the last two months before the end of the current academic year are automatically counted as payments for the following academic year, unless otherwise stated in the note.
- 2.5 Payment of the operating fee does not constitute a reservation of a parking space, nor does it guarantee a free parking space, but it is a prerequisite for entering the car park.

Article 3 Authorization to use underground garages

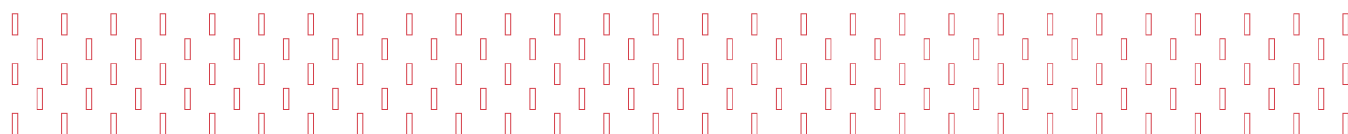
- 3.1 Only employees who pay the operating fee in accordance with Article 2 of this Dean's Order for the relevant academic year are authorized to use the underground garage.



- 3.2 Authorization is always linked to a specific vehicle license plate number. Entry linked to a specific license plate number is automated using a reading camera. In the event of the malfunction of this reading device, employee RFID cards can be used to enter the parking area. Each employee may register a maximum of two license plate numbers for the relevant academic year.
- 3.3 The replacement of the license plate number listed in the registration or the addition of a new license plate number in the case of an employee is possible a maximum of twice per academic year. A request for replacement of the license plate number must be submitted via the central Helpdesk system and is usually processed within 10 working days of submission. In exceptional cases, more than one change of license plate number may be permitted than specified in this regulation.
- 3.4 If an employee has two license plates registered, they are only allowed to use the underground garage with one vehicle at a time.
- 3.5 It is prohibited to enter, park, admit, or allow any use of underground garages to vehicles without a registered license plate or paid operating fee.
- 3.6 If access to the parking area is not possible for technical reasons, it is not permitted to request entry by other means (e.g., by asking the reception desk to allow entry). In such cases, the vehicle must be parked outside the faculty premises, and the fault must be reported immediately via the helpdesk and a request made for it to be repaired.
- 3.7 Upon termination of the employee's employment relationship with the faculty, the right to use the underground garage expires without entitlement to compensation.

Article 4 **Authorization to use outdoor parking**

- 4.1 Employees are authorized to use the outdoor parking lot outside working hours and during the months of July and August.
- 4.2 Students who have been issued a permit by the faculty to enter the outdoor parking lot are authorized to use the outdoor parking lot.
- 4.3 In order to obtain permission to enter the outdoor parking lot, students are required to enter their vehicle registration number in their SIS profile, submit a request to enter the outdoor parking lot, and pay the operating fee specified in Article 2 of this order for the given academic year.
- 4.4 Authorization is always linked to a specific vehicle registration number and employee identifier – RFID card. Each student may only have one registration number for the relevant academic year. The registration number listed in the registration may be changed to a maximum of twice per academic year. The student makes the change to the license plate number in SIS and then sends a notification to the SIS administrator so that the change can be recorded. Requests to change license plate numbers are usually processed within 10 working days. In exceptional cases, it is possible to allow more changes to the license plate number than specified in this regulation.
- 4.5 It is prohibited to enter, park, admit, or allow any use of the outdoor parking lot to vehicles without a registered license plate or paid operating fee.
- 4.6 If access to the parking area is not possible for technical reasons, it is not permitted to request



entry by other means (e.g., by asking the reception desk to allow entry). In such cases, the vehicle must be parked outside the faculty premises, and the fault must be reported immediately via the helpdesk and a request made for it to be repaired.

- 4.7 Upon completion or interruption of studies, the student's right to use the outdoor parking lot expires without entitlement to compensation.

Article 5 Sanctions

- 5.1 The contact person in the event of a violation of faculty regulations relating to parking lot management and parking is the faculty security specialist.
- 5.2 Violation of the operating rules or other instructions and regulations on parking on the faculty premises, including intentional damage to property, is grounds for revoking the right to use the underground garages or outdoor parking lot for the relevant academic year, without entitlement to a refund of the operating fee already paid or a proportionate part thereof.
- 5.3 Violation of the operating rules or other instructions and regulations on parking on the faculty premises, in case of intent without damage to property or negligence, will be dealt with in the form of a warning from the faculty; in the case of further non-compliance with the regulations, the faculty will subsequently proceed in accordance with Article 5.2.

Article 6 Revenues

Revenue from the operating fee will be used for parking lot maintenance.

Article 7 Final Provisions

This order comes into force and effects on the date of signature by the Dean of the Faculty.¹

prof. MUDr. Jindřich Fínek, Ph.D., MHA
Dean of the Faculty

¹ The only legally binding regulations are those in the Czech language and the translation above are for informative purpose only.

