

LF – B2-6/2014-MP

**FACULTY OF MEDICINE AND DENTISTRY UP
(FMD UP)
GUIDANCE DOCUMENT**

**GUIDANCE DOCUMENT OF THE DEAN OF FMD UP
REGULATING THE OPERATION OF THE PERSONAL STORAGE
LOCKERS
IN THE LOBBY OF THE ANNEX OF TI FMD UP**

Created by: prof. MUDr. Milan Kolář, Ph.D.
Dean of FMD UP

Comes into force: on date of signature

Comes into effect: on date of publication

Distribution: Dean, Vice deans, secretary of FMD UP,
senior staff of FMD UP in Olomouc

To ensure proper operation of the personal storage lockers in the lobby of the Annex of the Theoretical Institutes of FMD UP (hereafter referred to as TI FMD UP), I issue this guidance document.

1. The lockers are intended solely for the storage of personal belongings of students from FMD UP and FHS UP (Faculty of Health Science UP) for a maximum consecutive period of one day and are not intended for long term storage.
2. Keys will be issued via electronic registration at the reception of the Annex of TI FMD UP.
3. Each student may only use one locker at a time.
4. Personal belongings stored in the locker must be collected on the same day and the key returned to the reception at the Annex of TI FMD UP, at which point the student must also log out of the electronic registration system.
5. Starting from May 26, 2014 all locked lockers with unreturned keys will be opened in accordance with the protocol every evening after 10 p.m. and their contents will be stored in a designated locked room.
6. The personal belongings will then be available for collection by the student on the basis of agreement with the FMD UP employee in charge.
7. Upon agreement with the staff at the reception, assuming the presence of the student within the Annex of the TI FMD UP (for instance in the study room), it is possible to extend the period of locker usage.
8. Repeated violations of this guidance will be treated as a disciplinary offense on the student's part, and will be discussed by the disciplinary committee of FMD UP.

Final Provisions

This decision comes into force on the date of its signature by the Dean of the Faculty of Medicine and Dentistry, Palacký University in Olomouc and comes into effect on the day of its publication.

In Olomouc May 7, 2014



Prof. MUDr. Milan Kolář, Ph.D.

Dean of FMD UP

A handwritten signature in blue ink, consisting of several loops and a long vertical stroke, positioned to the right of the printed name and title.