



RULES AND PROCEDURES FOR THE PROVISION OF ACCOMMODATION IN CTU DORMITORIES IN PRAGUE FOR THE 2024/2025 ACADEMIC YEAR

This document sets out the procedure for obtaining accommodation, and the conditions for allocating accommodation, in dormitories of the Czech Technical University in Prague (hereinafter “CTU“), which are managed by part of the CTU Service Facilities Administration (hereinafter “SFA CTU“).

- I. Allocation of dormitory accommodation takes place **according to the following priorities**:
 - a. accommodation places are first allocated to CTU students and graduates (who graduated no more than 5 years ago), who already have dormitory accommodation and make a *reservation* (see point III. below) for the following academic year; these persons can also avail of partner accommodation under the conditions set out below in Article III. e);
 - b. accommodation places are then always allocated to students and applicants for studies at CTU (hereinafter “applicant“) who submit an accommodation *application* (see point IV. below);
 - c. if there are free capacities after places have been filled as per the previous points, i.e. by all applicants for accommodation in CTU, accommodation places are then provided, in accordance with other SFA CTU regulations, to students of other universities and school facilities who already have dormitory accommodation and who submit an *application* for the following academic year (see point IV. below);
 - d. if there are free capacities after places have been filled as per the previous points, i.e. by all applicants for accommodation in CTU, accommodation places are then provided, in accordance with SFA CTU regulations, to students of other universities and school facilities, and other persons, who do not have dormitory accommodation and who submit an *application* for accommodation (see point IV. below);
 - e. as an additional criterion for the year 2024/2025, when allocating an accommodation place, time availability, based on the accommodation applicant’s permanent residence, is also taken into account.

- II. Accommodation applicants can choose from the selection of available accommodation places **in dormitories** managed by SFA CTU in Prague:
 - a. Strahov Dormitories, located in Prague 6 – Břevnov, accessible from the CTU campus in Dejvice in approximately 15 minutes by public transport;
 - b. Podolí Dormitories, located in Prague 4 – Podolí, accessible from the CTU campus in Dejvice in approximately 30 minutes by public transport;
 - c. Masarykova Dormitory, located in Prague 6 – Dejvice, located directly in the CTU campus in Dejvice;
 - d. Bubenečská Dormitory, located in Prague 6 – Dejvice, accessible from the CTU campus in Dejvice in approximately 10 minutes on foot;
 - e. Sinkuleho Dormitory, located in Prague 6 – Dejvice, located directly in the CTU campus in Dejvice;

- f. Dejvická Dormitory, located in Prague 6 – Dejvice, located directly in the CTU campus in Dejvice;
 - g. Orlík Dormitory, located in Prague 6 – Dejvice, accessible from the CTU campus in Dejvice in approximately 10 minutes on foot;
 - h. Hlávková Dormitory, located in Prague 2 – Nové Město, accessible from the CTU campus in Dejvice in approximately 20 minutes by public transport;
- (for more information on dormitories, see <https://www.suz.cvut.cz/cz/dlouhodobě-ubytovani>).

III. Reservation of dormitory accommodation for the following academic year

CTU students and graduates (who graduated no more than 5 years ago), who **already reside in a dormitory on the basis of an Accommodation Agreement**, will make an accommodation RESERVATION if they are interested in accommodation for the following academic year.

- a. The accommodation reservation is made via the ISKAM4 electronic accommodation system, in several stages, with a choice of accommodation places.
In the 1st stage, the Accommodated Person can reserve their current accommodation place (“own bed”), if it is in a year-round or long-term accommodation regimen (an Accommodation Agreement to 01/09/2025, i.e. year-round, or to 31/08/2026, i.e. long-term);
In the 2nd stage, it is possible to reserve another accommodation place (“free bed”) within all CTU dormitories, if it is in a year-round or long-term accommodation regimen;
In the 3rd stage, it is possible to reserve the current accommodation place (“own bed”) if it is in an accommodation regimen to the end of the summer semester (Accommodation Agreement to 27/06/2025);
In the 4th stage, it is possible to reserve another accommodation place (“free bed”) within all CTU dormitories in an accommodation regimen to the end of the summer semester (for dates, see the Accommodation Schedule and ISKAM4);
- b. more information regarding accommodation reservations is available on the SFA CTU website (<https://www.suz.cvut.cz/cz/dlouhodobě-ubytovani>);
- c. accommodation applicants can make an accommodation reservation for the 2024/2025 academic year during the period of **09/05/2024 to 20/06/2024** inclusive;
- d. CTU graduates make a reservation with the housekeeper of the given dormitory (a condition for the reservation is presentation of a copy of a CTU diploma, whereby no more than 5 years have passed since the graduate completed their studies; the copy of the diploma can be sent by e-mail);
- e. couples reserve joint accommodation with the economic manager of the given dormitory, in person, if the Accommodation Provider’s capacities allow it; upon agreement with the economic manager of the given dormitory, when making the reservation it is also possible to reserve accommodation for a partner who is not a CTU student;
- f. an accommodated CTU student can apply for an extension of their Accommodation Agreement to the economic manager of the given dormitory (an extension of up to 2 years – so-called long-term accommodation); for other students and other Accommodated Persons, such an extension is only possible within the scope of the current academic year;
- g. in a case of a justified absence from the dormitory when making the accommodation reservation (illness, foreign internship etc.), the student can request an accommodation reservation by e-mail at ubytovani@cvut.cz;
- h. based on the submitted reservation, SFA CTU allocates an accommodation place, and the applicant receives the decision via ISKAM4, SMS or e-mail; allocation of accommodation is contingent on verification of payment of a reservation deposit by the accommodation applicant (as an Accommodated Person, the applicant should

have already paid the reservation deposit). On **01/07/2024**, payment of the reservation deposit will be verified (**in the case of payment of a reservation deposit in ISKAM4, the full amount of the reservation deposit, being 3,500 CZK, must be in the account in ISKAM4 on this date**); payment can be made by crediting the account in ISKAM4 by at least the afore-mentioned amount, or via payment as set forth below in point V. section f. of this document; if the reservation is not confirmed by the payment of the reservation deposit in full and by the stipulated date, the reservation will be cancelled. In the case of a year-round or long-term Accommodated Persons, a reservation cancellation must be requested individually from the Accommodation Department.

- i. the paid reservation deposit, or the crediting of the ISKAM4 account by an amount representing the reservation deposit, **remain thus paid/credited to the ISKAM4 deposit account even during any temporary check-out (departure) of the Accommodated Person from the dormitory (e.g. during summer holidays); i.e. the reservation deposit remains paid/credited to the ISKAM4 deposit account from the confirmation of the accommodation reservation until check-in to the accommodation**. If the Accommodated Person requests a refund of the reservation deposit, the reservation deposit will be refunded to them, but the reservation of the accommodation place will be cancelled;
- j. if the Accommodated Person fails to make a reservation in good time, they must submit a new dormitory accommodation application as per point IV.;
- k. making a reservation does not establish an entitlement to accommodation; an entitlement to accommodation arises via a decision by SFA CTU to allocate accommodation, subject to the fulfilment of the condition of payment of a reservation deposit.

IV. Dormitory accommodation application

New dormitory accommodation applicants, including applicants and new applicants for accommodation from the ranks of CTU students, and current residents who are not CTU students, submit an accommodation APPLICATION if interested. SFA CTU approves accommodation applications from CTU students and applicants, if they are not excluded by special reasons set out by internal regulations, e.g. the applicant is on a so-called blacklist (see below); in the case of applicants from the ranks of students of other universities and school facilities, as well as non-student applicants and other persons, accommodation applications are evaluated in accordance with the priorities as per Article I. above, and as per the internal regulations and procedures of SFA CTU.

- a. Applications for allocation of dormitory accommodation are submitted via the ISKAM4 electronic accommodation system;
- b. CTU students and applicants log into ISKAM4 using the same login information as that for <https://usermap.cvut.cz/> or according to information published on www.suz.cvut.cz; accommodation applicants who are not CTU students must also register in ISKAM4 before submitting an accommodation application (see procedure at www.suz.cvut.cz); If the dormitory accommodation capacities are filled, SFA CTU reserves the right to close registration in ISKAM4;
- c. it is possible to apply for accommodation in CTU dormitories throughout the year; however, the Accommodation Provider can temporarily close registration for non-CTU students if the dormitory capacities are filled;
- d. part of the submission of the accommodation application is the payment of a non-refundable fee of 300 CZK for the submission and processing of the accommodation application; the fee is paid to the main account in ISKAM4 or as set forth in Article V. section f) of this document. The applicant will receive information on how to pay the fee by e-mail after submitting the application; in justified cases where the Accommodation Provider does not process the application (e.g. if registration is

- closed due to the filing of dormitory capacities etc.), they will refund the fee to the Accommodated Person;
- e. in the accommodation application, the applicant can enter their preferred dormitory and an alternative dormitory; when allocating a dormitory accommodation place for the year 2024/2025, consideration will be given among others to the criterion as per Article I. section d) of these conditions (possibility of moving between dormitories, see the General Terms of Accommodation document);
 - f. the accommodation applicant can only submit one accommodation application. In the case of a repeat accommodation application, requests submitted by other accommodation applicants will be processed first (e.g. if the applicant submits an application that was processed or rejected, and the applicant has submitted another application or applies again, then this other application will only be dealt with after other applicant's requests have been processed);
 - g. accommodation applications submitted from 02/01/2024 to 15/07/2024 will be evaluated collectively on 17/07/2024; applicants will receive information regarding the evaluation of accommodation applications after 17/07/2024, via ISKAM4, SMS or e-mail; accommodation applications submitted after 15/07/2024 will be evaluated gradually according to the date of their submission, usually within 7 working days;
 - h. based on the submitted accommodation application, SFA CTU will decide on the allocation of an accommodation place, and the applicant will then confirm their interest in the accommodation by paying a refundable reservation deposit. The reservation deposit is set as 3,500 CZK; payment can be made by crediting the account in ISKAM4 by at least the amount of the reservation deposit, or via payment as per point V. section f) below in this document (information about the deadline and method of payment of the reservation deposit can also be sent to applicants together with the decision on the allocation of an accommodation place); the deadline for the payment of the accommodation deposit for applicants submitting accommodation applications by 15/07/2024 is set as 24/07/2024; applicants submitting accommodation applications later will receive information about the deadline for the payment of the reservation deposit via an information SMS or e-mail; for conditions for the refund of the reservation deposit, if applicable, see point VI.;
 - i. if the applicant fails to pay the reservation deposit (in full and by the stipulated deadline), their accommodation application will be cancelled; the applicant can resubmit such a cancelled accommodation application as per the procedure set forth above. Repeat accommodation applications are processed only after the processing of all accommodation applications submitted earlier by applicants who are applying for accommodation for the first time;
 - j. in a special regimen, SFA CTU can approve an accommodation application, or a single or single-use accommodation application, from an applicant with serious medical, social or other reasons; these reasons must also be documented and communicated by the applicant in writing via ISKAM4, on the day of the submission of the accommodation application, using the e-mail address ubytovani@cvut.cz and copied to the head of the dormitory, in the case of a specific dormitory;
 - k. accommodation applicants with specific needs as per the classification <https://www.elsa.cvut.cz/student/kategorie-studentu/> submit an application by the process as per point IV. section a), and also submit a written request via the e-mail address ubytovani@cvut.cz, in which they specify their needs and evidence their limitation with a valid document, see <https://www.elsa.cvut.cz/student/uznatelny-doklad/>; every such submitted accommodation application will be individually assessed by SFA CTU with regard to suitable free accommodation capacities;
 - l. if a person authorised to act on behalf of the CTU Student Union requests accommodation for a specific person, or single or single-use accommodation for a specific person, SFA CTU can approve the request and accommodate the given person, or allocate single or single-use accommodation, whereby the person falling under these categories must have an accommodation application submitted in ISKAM4 (or a reservation as per point III.), they must not have a note in their

accommodation history regarding non-compliance with an Accommodation Agreement, and at the same time the CTU Student Union must request an exception via ubytovani@cvut.cz; the number of such applications is limited to 100 accommodation places within SFA CTU dormitories. The CTU Student Union must justify the application for every person, and the Accommodation Provider will take the justification into account when deciding on the application, whereby grounds for submitting an application are considered to be demonstrably performed activity by the given person to ensure the operation of the dormitories, organisation of dormitory life, unpaid assistance to SFA CTU economic manager or employees when organising dormitory operations and activities, collaboration in mediating communication regarding the operation of the dormitories etc.;

- m. a dormitory accommodation application submitted by an accommodation applicant who previously breached an Accommodation Agreement and was excluded from dormitory accommodation on this basis, and/or is on a so-called blacklist, will be rejected;
- n. a dormitory accommodation application containing false or incomplete information, or a multiple accommodation application (several applications submitted simultaneously by one person) will be eliminated from the register, unless an agreement is reached with the Accommodation Provider, e.g. in a case of multiple applications due to technical reasons etc.;
- o. submission of an accommodation application does not establish an entitlement to accommodation for the applicant; an entitlement to accommodation arises via a decision by SFA CTU to allocate accommodation, and the payment of a reservation deposit.

v. Check-in to dormitory accommodation

Dormitory accommodation commences by checking in to the accommodation, which takes place in the accommodation office in the dormitory assigned on the basis of a decision by SFA CTU to allocate an accommodation place, and after an entitlement to accommodation has arisen. In the 2024/2025 academic year, the standard period for arrivals to the dormitory is from **09/09/2024 to 20/09/2024** inclusive.

- a. **Documents that must be presented when checking into dormitory accommodation:**
 - citizens of the Czech Republic present an ID card or a passport;
 - persons who are not citizens of the Czech Republic present either a passport or a residence permit, and also present a personally completed and signed registration card as required by the Alien Police of the Czech Republic (see https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky_dokumenty);
 - 1 x ID photo for the issuance of an accommodation card (so-called dormitory card); a photo is not required in dormitories with an electronic access system;
 - in the case of a person under the age of 18, a Solemn Declaration from a legal representative with consent to the accommodation (the form at https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky_dokumenty can be used); the legal representative's signature must be officially verified (by a notary public, at a CzechPoint etc.)
 - confirmation of university studies (no older than 14 calendar days); CTU students meet this requirement by a record in ISKAM4. **The confirmation of studies can also be presented later; see point bod b. below ;**
- b. CTU students have their course data automatically uploaded to ISKAM4, in which case they do not present confirmation of studies; if for some reason the data was not uploaded to ISKAM4, the student identifies themselves with a currently issued

confirmation of studies (no older than 14 calendar days). If a student (including that of another university) does not prove that they are studying when checking into the accommodation, **they can present a confirmation of studies no later than 26/09/2024, whereby they will be charged a dormitory fee (student rate) from the day they were accommodated**; the confirmation of studies can also be sent by e-mail directly to the housekeeper of the dormitory, whereby **it is sufficient to send an e-confirmation with the school's electronic signature, or a scan of the original confirmation of studies**; if the Accommodated Person does not present the confirmation of studies by 26/09/2024, i.e. does not present it personally or send it by e-mail to the economic manager of the relevant dormitory, then they will be retrospectively charged the price of the accommodation (non-student rate) from the day they checked into the accommodation to the end of September, or they will be charged an additional amount representing the difference, and the Accommodated Person will be obliged to pay this amount by 27/09/2024 (see point e) of this section). From 01/10/2024, the Accommodated Person pays the fee as per the Accommodation Price List until the day they present a confirmation of studies. The same procedure will apply in SS, where the student presents a confirmation of studies by e-mail or to the economic manager of the dormitory no later than 28/02/2025; otherwise they will be charged the non-student rate as per the Accommodation Price List from 01/03/2025;

- c. a CTU graduate can live in SFA CTU dormitories for 5 years after graduating from their studies, at a reduced rate (as per the Accommodation Price List, where the rate will be reduced by 10%); in that case, they will present a copy of their CTU diploma (can also be sent by e-mail). The copy of the diploma can be presented/sent by e-mail no later than 26/09/2024; if the graduate does not present the copy of their CTU diploma or send it by e-mail to the economic manager of the relevant dormitory by 26/09/2024, they will be retrospectively charged the accommodation price so that they pay the full amount without the 10% reduction (as per the Accommodation Price List), from the day of checking into the accommodation to 30/09/2024 (the payment must be made by 27/09/2024, see point e) of this section). From 01/10/2024, the graduate pays the rate as per the Accommodation Price List, until the day they present a copy of their CTU diploma;
- d. when checking into the dormitory accommodation, the Accommodated Person concludes an *Accommodation Agreement* with SFA CTU, whose Appendix is the *General Terms of Accommodation*, and also concludes an *Appendix to the Accommodation Agreement* relating to *insurance* of stored property; the insurance premium is paid together with the first payment for accommodation in an amount as per the price list (240 CZK or 310 CZK annually according to the choice of premium, see *List of Payments, Fees, Flat-Rate Fees, Penalties and Other Services*) and is valid for the entire academic year, whereby the insurance premium is *non-refundable* (even if the Accommodated Person checks out of the dormitory); at the same time, the Accommodated Person is also bound by these Rules and Procedures. When checking into the dormitory accommodation, the Accommodated Person must have a reservation deposit of 3,500 CZK in the account in ISKAM4. **No later than 27/09/2024, the Accommodated Person must pay, in addition to the reservation deposit, the difference amounting to 30 times the daily accommodation rate, thereby creating the accommodation deposit.** The accommodation deposit will cover the given Accommodated Person's stay for a period of one month, until the accommodation is paid by the Accommodated Person. Accommodation fees commencing October 2024 will be payable by the 15th day of the given month.
- e. when checking into the accommodation, the Accommodated Person will receive information regarding the accommodation fee for the month of September and other fees; **the Accommodated Person must pay the accommodation fee as per the applicable price list, the insurance premium, electricity, the accommodation**

deposit and other stipulated fees by 27/09/2024 in the manner set forth in the following paragraph, with the exception of payment by direct debit;

- f. the dormitory fee, accommodation fee, reduced accommodation fee for graduates, other fees, flat-rate fees, insurance premium, reservation deposit etc. can be paid by setting up a direct debit from the account in ISKAM4 or cashlessly, via an online payment gateway directly from ISKAM4, by cashless payment to the SFA CTU account in Komerční banka:
Acc. no.: 27-4082130287/0100,
IBAN: CZ2001000000274082130287,
SWIFT (BIC): KOMBCZPPXXX
with a variable symbol which is automatically generated for the applicant in ISKAM4, or by payment card in one of the SFA CTU cash desks (Strahov Dormitories – central reception, Masarykova Dormitory – reception, Podolí Dormitories – accommodation office). Payments can be made by direct debit starting from the month of October; in September, it is not possible to pay by direct debit;;
- g. for all fees for the 2024/2025 academic year, see https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty;
- h. if an accommodation applicant with an allocated accommodation place and an entitlement to accommodation cannot check into the dormitory accommodation on the scheduled date, they must request a postponed check-in in writing, by e-mail, via ubytování@cvut.cz as per the Accommodation Schedule. They will present themselves for check-in on a later, individually agreed date, and in that case they will be charged for accommodation to 20/09/2024, including a stipulation of the accommodation fee. If an entitlement to accommodation arises later than the day on which the standard arrivals begin, they will be informed of the accommodation check-in date by e-mail when their application is processed by the SFA CTU Accommodation Department. Students with year-round accommodation, with the same accommodation place as the previous year, are obliged to sign the Accommodation Agreement and other documents necessary for check-in upon agreement with the housekeeper of the relevant dormitory no later than 02/09/2024, accommodation for the following year will commence no later than 02/09/2024;
- i. if the Accommodated Person is interested in so-called “single-use accommodation”, i.e. staying by themselves in a double room, they must request this option from the economic manager of the relevant dormitory from 11/10/2024, see also the Accommodation Schedule; the Accommodated Person’s request will be granted only after all accommodation applications have been satisfied with regard to free capacities in double rooms in CTU dormitories, whereby the price for single-use accommodation will be increased by 70%;
- j. in exceptional, justified cases, SFA CTU can decide to change an accommodation place, before the accommodation applicant checks into the dormitory accommodation;
- k. rights and obligations of Accommodated Persons are governed by the General Terms of Accommodation and the House Rules.

VI. Cancellation of accommodation applicant’s requests and reservations, refund of reservation deposit

- a) the applicant always submits a request to cancel a reservation or an accommodation application in writing, by e-mail, to ubytování@cvut.cz;
- b) if a person who is accommodated in the dormitories makes a reservation and has paid a reservation deposit, does not check into the dormitory accommodation, and cancels their check-in in writing by 02/07/2024, the reservation will be cancelled and they are entitled to a full refund of the reservation deposit;
- c) if a person who is accommodated in the dormitories makes a reservation and has paid a reservation deposit, and requests a cancellation of the accommodation

- reservation after 02/07/2024 and no later than 20/09/2024 (inclusive), their allocated accommodation in the dormitory will be cancelled and they are entitled to a refund of the reservation deposit minus the cancellation fee set forth in the *Price List of Payments, Fees, Flat-Rate Fees, Penalties and Other Services* see [https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky dokumenty](https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky_dokumenty) (i.e. 500 CZK);
- d) if an accommodation applicant who was allocated dormitory accommodation based on a dormitory accommodation application has paid a reservation deposit, and requests a cancellation of the allocated dormitory accommodation no later than 20/09/2024 (inclusive) in writing, their allocated dormitory accommodation will be cancelled, and the reservation deposit will be refunded to them minus the cancellation fee, see [https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky dokumenty](https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky_dokumenty) (i.e. 500 CZK);
 - e) if the accommodation applicant does not check in during the period of standard arrivals to the dormitory, without stating a reason in writing, the reservation deposit is forfeited in favour of SFA CTU;
 - f) if the accommodation applicant finds out about the allocated dormitory accommodation after the standard arrivals (e-mail or SMS), and has already paid a reservation deposit, and at the same time cancels the accommodation in writing by the date of the announced check-in, inclusive, they will be refunded the reservation deposit in full;
 - g) if the accommodation applicant terminates or interrupts their studies, or leaves for a study stay abroad, and requests a cancellation of the reservation or accommodation application, submitting a confirmation of termination or interruption of studies, or confirmation of study abroad, they will be refunded the reservation deposit in full; if they are a CTU student who has information regarding termination or interruption of studies uploaded to ISKAM4, a confirmation is not required;
 - h) if the applicant cannot check into the dormitory due to extraordinary reasons, they must always request a cancellation of the reservation or accommodation application, and refund of the reservation deposit, in writing by e-mail via ubytovani@cvut.cz; the request must be specifically justified and documented. The granting of an exception is at the discretion of SFA CTU;
 - i) a student leaving for a study stay abroad during the academic year can reserve accommodation in their room for the date of their return (in the same academic year) from the stay abroad, no later than 14 calendar days before their departure; the student thus reserves dormitory accommodation via ubytovani@cvut.cz and submits confirmation of the study stay abroad; the student confirms the accommodation reservation by leaving the reservation deposit at the Accommodation Provider's disposal;
 - j) If a student on an internship has a confirmed accommodation reservation, and is not interested in checking into the dormitory, they can cancel the accommodation reservation in writing (by e-mail) no later than 30 calendar days before the planned check-in to the dormitory; in that case, their accommodation reservation will be cancelled and the reservation deposit will be refunded to them in full. If the student cancels the accommodation reservation in writing (by e-mail) less than 30 days before the planned check-in to the dormitory, they will be refunded the reservation deposit minus the cancellation fee in the amount set forth in the *Price List of Payments, Fees, Flat-Rate Fees, Penalties and Other Services* see [https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky dokumenty](https://www.suz.cvut.cz/cz/dlouhodobe-ubytovani/ceniky_dokumenty) (i.e. 500 CZK). If a student on an internship does not check into the dormitory on the planned date, without stating a reason in writing, the reservation deposit is forfeited in favour of SFA CTU;
 - k) when submitting the accommodation application, accommodation applicants acknowledge and consent to the fact that no interest appertains to the applicant from the paid reservation deposit or any other payment made to the Accommodation Provider's account. If the reservation deposit or any other paid fees generate interest, then all such interest appertains to the Accommodation Provider.

VII. Internship and exchange accommodation

- a. For accommodation allocation purposes, students arriving for an internship or as part of a student exchange are divided into the following categories: (i) CTU students and applicants for studies in CTU and (ii) students of other universities or school/study programmes; for students on internships and student exchanges in CTU, a specific method is stipulated for logging into ISKAM4;
- b. a dormitory accommodation application is submitted as per the procedure set forth in point IV. Applicants register in the Waiting List Erasmus+ other category (summer/winter semester etc.);
- c. additional information for those interested in accommodation as part of internships and student exchanges can be obtained via ubytovani@cvut.cz.

VIII. Accommodation during exams and summer holidays

- a. During the exam period and summer holidays, a CTU student will be provided accommodation for a period of 2 nights to sit every exam; a non-CTU student can request accommodation for the period required to sit an exam as part of commercial accommodation provided additionally in CTU dormitories;
- b. dormitory accommodation will be provided as part of the dormitory fee (for students); **students are not obliged to present confirmation of participation in the exam**;
- c. the accommodation will be provided in the dormitory in which the student was accommodated in the current academic year; if this is not possible due to operational reasons, SFA CTU will arrange accommodation in another dormitory;
- d. dormitory accommodation must be ordered by e-mail at least 2 working days in advance from the housekeeper of the relevant dormitory; for individual dormitories' e-mail addresses, see <https://www.suz.cvut.cz/cz/dlouhodobě-ubytovani>;
if the student wishes to stay in the dormitory during the summer holidays, they can reserve additional holiday accommodation in the term as per the Accommodation Schedule. For this type of accommodation, the Accommodation Provider will set aside the necessary capacity with regard to economical use of the dormitories during the summer months. During the summer holidays, accommodation is possible for less than 30 days; the minimum duration of student accommodation during the holidays is 10 consecutive calendar days. Accommodation for less than 30 days can be provided only as single-use accommodation or with a roommate with a comparable length of stay; in that case, the accommodation is arranged with the economic manager of the dormitory, or by e-mail via ubytovani@cvut.cz.

IX. Termination of accommodation and follow-up accommodation for the next academic year

- a) if a student does not have follow-up accommodation for the next academic year, their holiday accommodation will terminate 7 calendar days before the date on which standard arrivals to the dormitory begin; the same applies for year-round and long-term contracts;
- b) for Accommodated Persons who have another accommodation place allocated in a CTU dormitory for the following academic year, moving takes place during the summer holidays as per the *General Terms of Accommodation* Article V. paragraph 7.

X. Basic information regarding dormitory/accommodation fees and length of accommodation agreements

- a. For all information relating to accommodation fees, including the categories of persons to which individual prices apply, see:

https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty. For the 2024/2025 academic year, the standard length of accommodation, i.e. period of validity of accommodation agreements, is stipulated as follows:

- accommodation to the end of the exam period in the summer semester 09/09/2024 – 27/06/2025;
- year-round accommodation, i.e. to the end of the summer holidays 09/09/2024 – 01/09/2025;
- long-term accommodation for a definite period 09/09/2024 – 31/08/2026; available only to CTU students; long-term accommodation must be requested from the economic manager of the relevant dormitory no earlier than check-in for the dormitory accommodation.

XI. Additional information

- a. For other documents, e.g. General Terms of Accommodation, House Rules etc., see https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty;
- b. for current terms of accommodation, see the Accommodation Schedule for the year 2024/2025 at https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty (schedule);
- c. for the Dormitory Price List (for students) and Accommodation Price List (for non-university students), List of Payments and Price List of Losses and Damages, which set out fees, services, amount of compensation for damage, other charges etc. see https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty (price lists);
- d. accommodation news is available on the SFA CTU website, see the link <https://suz.cvut.cz/cz/aktuality>;
- e. answers to accommodation-related FAQs are available on the SFA CTU website, see <https://suz.cvut.cz/cz/dlouhodobě-ubytování/faq>;
- f. important e-mail addresses: the address for communicating with the SFA CTU Accommodation Department is ubytování@cvut.cz, the address for support regarding the ISKAM4 information system is iskam@suz.cvut.cz;
- g. the current operating hours of the SFA CTU Accommodation Department and the housekeepers of individual dormitories are available on the SFA CTU website, see the link <https://www.suz.cvut.cz/cz/dlouhodobě-ubytování>;
- h. the operating hours of SPFA CTU cash desks are available on the SPFA CTU website, see <https://www.suz.cvut.cz/cz/provozní-doba-pokladnich-mist>.

XII. Glossary of terms

Where terms in this document are stated in the singular, the same applies for plural and vice versa; where the masculine gender is stated in this document, the same applies for feminine and neuter, and vice versa.

Solemn Declaration for minors

A document that allows a minor student to be accommodated in a dormitory, if they were allocated dormitory accommodation. The document must be notarised or have verified signatures, see CzechPoint in the Czech Republic, whereby it will bear the verified signature of at least one of the student's legal representatives. Foreign students can have the relevant document verified in the Embassy of the Czech Republic in their country of origin, see https://www.suz.cvut.cz/cz/dlouhodobě-ubytování/ceniky_dokumenty (other documents).

E-mail address in ISKAM4

The e-mail address that the student enters in ISKAM4, to which the Accommodation Provider sends information to the student relating to their accommodation, and via which the student is obliged to communicate with the Accommodation Provider. If the student also enters a correspondence e-mail address, messages will be sent to both of their e-mail addresses. In the event of termination of studies and cancellation of the school e-mail address (address

...@cvut.cz) or in the case of the cancellation of the supplied e-mail address due to other reasons, the Accommodated Person is obliged to immediately notify the Accommodation Provider of the new e-mail address via which they will communicate with the Accommodation Provider. In order to communicate broader information relating to the provision of accommodation in CTU dormitories and meals in CTU facilities, the Accommodation Provider can use the supplied e-mail address(es) to send informational e-mails, including via a marketing platform or automated mailing. The Accommodated Person is not obliged to receive these informational e-mails, and every informational e-mail will include the option of unsubscribing from same.

Direct debit

A form of payment of accommodation services and related fees. The Accommodated Person sets up a direct debit in their Czech bank, and must not forget to set a limit that covers all of the dormitory services debited from their account.

Reservation deposit

The reservation deposit is 3,500 CZK. By paying it to the main account in ISKAM4, the accommodation applicant confirms their allocated dormitory accommodation or dormitory reservation as per the accommodation documents. It is also used as a penalty amounting to the reservation deposit in accordance with this document and the General Terms of Accommodation.

Accommodation deposit

“Covers“ the student’s (client’s) accommodation financially for the duration of their stay in the dormitory. The accommodation deposit is 30 times the daily accommodation fee as per the applicable price list; the minimum amount is 3,500 CZK. If the student (client) has already paid a reservation deposit to the account in ISKAM4, they will only pay the difference to 30 times the accommodation fee.

Accommodation reservation

An Accommodated Person (CTU student or graduate) who lives in the dormitory at the time of the accommodation reservation, and who is entitled to make an accommodation reservation. Reservations are made for a specific dormitory and room. Accommodation reservations are made in accordance with the accommodation documents for the following academic year, or for the summer holidays.

Single-use accommodation

Single accommodation in a double room, where the Accommodated Person pays 1.7 the accommodation fee for a single bed.

Single

Single room in a CTU dormitory.

CTU student

1st year students after enrolment in CTU, and students of all other years in CTU.

Accommodated Person

Client (e.g. student), who has concluded an Accommodation Agreement with the Accommodation Provider.

Accommodation Provider

SPFA CTU in Prague.

Applicant

An applicant for studies at CTU is a person with a submitted application for studies at CTU, which is included in the admission procedure, i.e. the application is paid, and this person has an application code and a password that they set in their electronic application form at www.prihlaska.cvut.cz.

Accommodation application

An accommodation application is submitted by an accommodation applicant who does not live in a dormitory, or who has not made a reservation. The accommodation application is submitted via the ISKAM4 accommodation system, and is subject to a fee as per the List of Payments. Accommodation is only allocated on the basis of a paid accommodation application.

Blacklist

List of persons previously living in CTU dormitories, which the SPFA CTU management decided to exclude from further accommodation in the dormitories, usually due to a repeated failure to abide by the accommodation conditions. A person may be blacklisted, for example, on the basis of a serious breach of the accommodation rules, for a repeated, less serious breach of the accommodation rules, or due to other serious reasons.

Accommodation documents

Accommodation Scenario in Dormitories and Other Buildings of CTU in Prague and its appendices, i.e. Rules and Procedures for the Provision of Accommodation in Dormitories of CTU in Prague for the 2024/2025 Academic Year, Accommodation Schedule for the 2024/2025 Academic Year, and General Terms of Accommodation.

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