PROCEDURES AND RULES FOR THE PROVISION OF ACCOMMODATION AT THE DORMITORIES OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE FOR THE ACADEMIC YEAR 2026/2027

This document regulates the procedure for obtaining accommodation and the conditions under which accommodation is allocated at the dormitories of the Czech Technical University in Prague (hereinafter referred to as "CTU"), in that such accommodation is administered by a part of the Service Facilities Administration of the Czech Technical University in Prague (hereinafter referred to as "SFA CTU").

I. Accommodation in dormitories is allocated **according to the following priority hierarchy**:
   a. accommodation places are first allocated to **CTU students who already have accommodation in a dormitory and make a *reservation*** (see point III. below) for the next academic year (including **doctoral students**); at the same time, the partners of such persons may also be allowed to stay under the conditions laid down in Article III(c);
   b. accommodation places are also always allocated to **prospective students** at the Czech Technical University (hereinafter referred to as a "Prospective Student") and students enrolled for the academic year 2026/2027 to study at the Czech Technical University for the first time (meaning students of bachelor's, master's, or doctoral studies who have not yet studied at the Czech Technical University) who submit *an application* for accommodation (see point IV. hereunder);
   c. accommodation places are also allocated to **students from abroad** at CTU for an internship or study exchange programme, this according to the conditions laid down for the study stay;
   d. accommodation places are further allocated to other CTU students who submit an application for accommodation (see point IV. below);
   e. accommodation places are also allocated to CTU graduates who submit an application for accommodation (see point IV. below), in that the graduate may submit such an application for accommodation in the academic year in which he/she graduates;
   f. if places are still available after occupying places according to the previous points (i.e. primarily for all applicants for accommodation from the Czech Technical University), accommodation places are also provided to students of other universities or educational establishments (in accordance with other SFA CTU regulations) who already have accommodation in a dormitory and who submit an *application* for the next academic year (see point IV. below);
   g. if places are still available after occupying places according to the previous points, accommodation places are then provided to students of other universities or educational establishments and to other persons (in accordance with SFA CTU

regulations) who do not have accommodation in dormitories and who submit an *application* for accommodation (see point IV. below);

h. travel time, according to the place of permanent residence of the applicant for accommodation, is an additional criterion when allocating an accommodation place for the year 2026/2027.

II. Applicants for accommodation can choose from the available selection of accommodation places **at the dormitories** managed by SFA CTU in Prague:

a. Strahov dormitories, located in Praha 6 – Břevnov; the dormitories can be reached from the Czech Technical University campus in Dejvice by public transport within approximately 15 minutes;
b. Podolí dormitories, located in Praha 4 – Podolí; can be reached from the Czech Technical University campus in Dejvice by public transport within approximately 30 minutes;
c. Masarykova dormitory, located in Praha 6 – Dejvice; the dormitory is within the Czech Technical University campus in Dejvice itself;
d. Bubeneč dormitory, located in Praha 6 – Dejvice; the dormitory can be reached from the Czech Technical University campus in Dejvice on foot within approximately 10 minutes;
e. Sinkuleho dormitory, located in Praha 6 – Dejvice; the dormitory is within the Czech Technical University campus in Dejvice itself;
f. Dejvická dormitory, located in Praha 6 – Dejvice; the dormitory is within the Czech Technical University campus in Dejvice itself;
g. Orlík dormitory, located in Praha 6 – Dejvice; the dormitory can be reached from the Czech Technical University campus in Dejvice on foot within approximately 10 minutes;
h. Hlávkova dormitory, located in Praha 2 – Nové Město; the dormitory can be reached from the Czech Technical University campus in Dejvice by public transport within approximately 20 minutes;

(for more information on the dormitories, see Dormitory Accommodation / Service Facilities Administration CTU) .

III. Reserving dormitory accommodation for the next academic year

CTU students who **already stay in a dormitory according to an Accommodation Agreement** must RESERVE accommodation if they are interested in accommodation for the next academic year.

a. Accommodation is reserved using the ISKAM4 electronic accommodation system in two stages depending on the type of accommodation place;
in the first stage, accommodated persons are allowed to reserve the accommodation place they currently occupy ("own bed") if that place is available for "year-round accommodation" (Accommodation Agreement running until 31 August 2027);
in the second stage, accommodated persons can reserve the accommodation place they currently occupy ("own bed") if that place is available "until the end of the summer semester" (Accommodation Agreement running until 28 June 2027);
b. applicants for accommodation may reserve accommodation for the 2026/2027 academic year from **11 May 2026 to 1 June 2026** inclusive;
c. couples reserve accommodation together via the relevant economic manager, in person; if the accommodation capacity of the Provider of Accommodation allows as such, it might also be possible to reserve accommodation for a partner who is not a

CTU student during the reservation period, subject to agreement with the relevant economic manager;

d. in the event of justified absence from the dormitory at the time when accommodation must be reserved (illness, internship abroad, etc.), the student may apply to reserve accommodation by email: ubytovani@cvut.cz;

e. SFA CTU allocates an accommodation place based on the reservation submitted, in that the applicant receives the decision via ISKAM4, by SMS, or by email; the allocation of accommodation is conditional on a check that the reservation deposit has been paid by the applicant for accommodation (as an accommodated person, the applicant should already have paid a reservation deposit). On **1 July 2026**, checks will made that the reservation deposit has been paid (**if the reservation deposit is paid via ISKAM4, the full reservation deposit of CZK 5,000** must be in the account in ISKAM4 on this date); payment can be made by topping up the balance of the cash account in ISKAM4 to a minimum of the amount specified above or by making a payment as detailed in point V(f) of this document; if a reservation is not confirmed by paying the reservation deposit in full and within the set time limit, the reservation will be cancelled. In the case of a person who is accommodated year-round, any cancellation of the reservation must be requested individually at the Accommodation Department.

f. the paid reservation deposit or the topped-up balance of the ISKAM4 cash account in an amount equalling the reservation deposit **remains paid/topped-up in this way in the deposit account in ISKAM4 even during any time when the accommodated person temporarily checks-out (leaves) the dormitory (for example, during the summer holidays); i.e. the reservation deposit remains paid/topped-up in the deposit account in ISKAM4 from the moment of confirmation of the accommodation reservation until the time of taking up the accommodation**. Should an accommodated person ask for the return of the reservation deposit, the reservation deposit will be returned, but the reservation of the accommodation place will be cancelled;

g. if an accommodated person does not make a reservation on time, they must submit a new application for dormitory accommodation, as detailed in point IV;

h. making a reservation does not establish the right to accommodation; the right to accommodation is established with the decision of SFA CTU to allocate accommodation, on the condition that the reservation deposit is paid.

IV. Application for dormitory accommodation

New applicants for dormitory accommodation, including prospective students at CTU and students enrolled to study at CTU for the first time, new applicants for accommodation who are already CTU students, CTU graduates, and persons already accommodated who are not CTU students, submit an APPLICATION for accommodation if they are interested. SFA CTU approves the applications for accommodation submitted by prospective students and students of CTU unless this is precluded by special reasons laid down in internal regulations; for example, if the applicant is on the "blacklist" (see below); in the case of applicants who are prospective students or students of other universities or education establishments or in the case of applicants who are not studying or other persons, applications for accommodation are evaluated in accordance with the priority hierarchy set out in Article I above and in accordance with the internal regulations and procedures in place at SFA CTU.

a. Applications for dormitory accommodation are submitted using the ISKAM4 electronic accommodation system;

b. CTU students and prospective CTU students log in to ISKAM4 using login data which are identical to the data for logging in to the usermap or according to the information published on the website; see How to get accommodation / Service Facilities Administration CTU; applicants for accommodation who are not CTU students must still register in ISKAM4 before submitting an application for accommodation; if the dormitories are full, SFA CTU reserves the right to close registrations in ISKAM4;

c. applications for accommodation at CTU dormitories can be submitted all year round, but the Provider of Accommodation may temporarily close registrations for students not studying at CTU if the dormitories are full;

d. the submission of an application for accommodation is accompanied by the payment of a non-refundable fee of CZK 300 for the submission and processing of the application for accommodation; the applicant receives information on how to pay the fee by email after submitting the application; if the Provider of Accommodation does not process an application on justified grounds (e.g. when closing registrations because the dormitories are full, etc.), it returns the fee to the accommodated person;

e. the applicant may enter their preferred dormitory and a substitute dormitory in the application for accommodation (see the document entitled The General Terms of Accommodation for information about the possibility of moving between dormitories); when allocating an accommodation place at a dormitory for the year 2026/2027, consideration will be made of the criterion set out in Article I.(h) of these terms;

f. an applicant for accommodation may submit only one application for accommodation; if they submit more than one application, only one application will be processed and the others will be rejected; if the applicant submits an application that is processed, but nevertheless submits another application, this new application will be processed only after the applications of the other applicants for accommodation have been processed;

g. applications for accommodation for the next academic year submitted between 2 January 2026 and 14 July 2026 will be evaluated altogether on 16 July 2026; applicants will receive information on the evaluation of applications for accommodation after 16 July 2026 via ISKAM4, by SMS, or by email; applications for accommodation submitted after 14 July 2026 will be evaluated sequentially according to the date on which they are submitted, usually within 7 working days;

h. SFA CTU decides to allocate an accommodation place based on a submitted application for accommodation; the applicant subsequently confirms their interest in accommodation by paying a refundable reservation deposit; the reservation deposit is set at CZK 5,000; payment can be made by topping up the balance of the cash account in ISKAM4 to a minimum of an amount equalling the reservation deposit or by making a payment as detailed in point V(f) of this document hereunder (information on the deadline and method of payment of the reservation deposit may also be sent to applicants together with the decision to allocate an accommodation place); the deadline for paying the reservation deposit for applicants who submit applications for accommodation up to and including 14 July 2026 is 24 July 2026; applicants who submit an application for accommodation after that date will receive information on the deadline for paying the reservation deposit by SMS or by email; see point VI. for information about the conditions of returning the reservation deposit.;

i. if the applicant does not pay the reservation deposit (in full and within the set deadline), their application for accommodation will be cancelled; the applicant may re-submit an application for accommodation that has been cancelled in this way

using the procedure described above; re-submitted applications for accommodation are processed only after the processing of all applications for accommodation submitted for the first time before such re-submitted applications;

j. SFA CTU may accept an application for accommodation or an application for single or single-use accommodation subject to special regulations for an applicant on serious health, social, or other grounds; the applicant must provide proof of such grounds on the date of submitting the application for accommodation via ISKAM4 and communicate it in writing to ubytovani@cvut.cz, and when relating to a specific dormitory, in a copy to the head of that dormitory;
k. applicants for accommodation with special needs according to the classifications at https://www.elsa.cvut.cz/en/english/ submit an application in accordance with the procedure referred to in point IV(a) and, in addition, submit a written application to the Accommodation Department by email (see above), in which they specify their needs and provide proof of their impairment with a valid document; each such application for accommodation is assessed by SFA CTU on an individual basis with consideration for appropriate available accommodation capacities;
l. if a person authorized to act on behalf of the CTU Student Union applies for accommodation for a specific person or for single or single-use accommodation for a specific person, SFA CTU may approve the application and accommodate the person in question or assign single or single-use accommodation, in that a person classified with these categories must have submitted an application for accommodation in ISKAM4 (or made a reservation; see point III), may not have any record of failure to comply with the Accommodation Agreement in their accommodation history and, at the same time, the CTU Student Union must apply to the Accommodation Department for an exception; the number of such applications is limited to 100 accommodation places in the SFA CTU dormitories; the CTU Student Union is under obligation to justify the application for each person and the Provider of Accommodation will take into account that justification when deciding on the application, in that the reasons for submitting such an application are that the person in question provably undertakes activities in ensuring the running of the dormitories, the organization of dormitory life, free assistance to economic managers or SFA CTU employees of in organizing operations, events, and activities at the dormitories, cooperation in mediating communication regarding the running of the dormitories, etc.; the application must be submitted not later than 14 calendar days before the start of the first stage of reservations for the subsequent academic year according to the Schedule; information on the allocation of accommodation or on the allocation of a single or single-use room to persons according to the procedure above at the application of the CTU Student Union will be published using the procedure agreed between the CTU SU and CTU management;

m. an application for dormitory accommodation submitted by an applicant for accommodation who has previously violated the Accommodation Agreement and has been expelled from dormitory accommodation on this basis and/or is on the "blacklist" will be rejected;
n. an application for dormitory accommodation containing false data and/or incomplete data or a multiple application for accommodation (several applications submitted for one person at the same time) will be removed from the records, unless an agreement is reached with the Provider of Accommodation; for example, in the case of multiple applications for technical reasons, etc.;
o. submitting an application for accommodation does not establish the right of the applicant to accommodation; the right to accommodation is established with the decision of SFA CTU to allocate accommodation and with payment of the reservation deposit.

v. Taking up dormitory accommodation

Accommodation in dormitories begins at the time of checking into accommodation, which is done in the accommodation office in the dormitory allocated at the decision of SFA CTU to allocate an accommodation place and after the right to accommodation has been established. For the 2026/2027 academic year, the regular term for checking into a dormitory is **from 7 September 2026 to 18 September 2026** inclusive.

a. **Documents that must be presented when checking into a dormitory**:
   - citizens of the Czech Republic must present an ID card or passport;
   - persons who are not citizens of the Czech Republic must present either a passport or a residence permit, and must also present a registration card for the needs of the Foreign Police of the Czech Republic which they have completed and signed in person;
   - 1 x passport photo for the purpose of issuing a Dormitory ID Card; a photo is not necessary at dormitories with an electronic access system;
   - in the case of a person under the age of 18, a solemn declaration by that person's legal representative (parent or guardian) that they consent to the accommodation (see the website for a form that can be used; the signature of the legal representative must be officially verified (by a notary, at Czechpoint, etc.);
   - confirmation of university study (issued within the past 14 calendar days at most); CTU students prove this with a record in ISKAM4; **confirmation of study might also be proven later, see point b.;**

b. CTU students have their study data automatically uploaded in ISKAM4, in which case they do not submit confirmation of study; if, for some reason, the data are not uploaded in ISKAM4, the student submits valid confirmation of study (issued within the past 14 calendar days at most); if a student (and other universities) does not prove that they are a student when checking into a dormitory, **they can submit confirmation of study not later than 24 September 2026, in that they will be charged the dormitory fee (price for students)** from the date of checking into the dormitory; confirmation of study can also be sent by email directly to the economic manager, in that **it is enough to send electronic confirmation with the electronic signature of the school or a scan of the original confirmation of study;** if an accommodated person, not later than 24 September 2026, does not submit confirmation of study, i.e. they fail to submit it in person or send it by email to the relevant economic manager, they will be back-charged the price for accommodation (price for non-students) from the date of checking in to the end of September, or they will be charged the difference, and the accommodated person will be under obligation to pay this amount by 25 September 2026 (see point e) of this section). From 1 October 2026, the accommodated person pays the accommodation price according to the Price List of Accommodation until the date of submitting confirmation of study. The procedure is the same in the summer semester, when the student will, not later than 26 February 2027, submit confirmation of study by email or to the dormitory manager; otherwise, they will, from 1 March 2027, be charged the price for non-students according to the Price List of Accommodation;

c. a CTU graduate can stay at SFA CTU dormitories for 1 year after graduation at a reduced price (according to the Price List of Accommodation, in that the price will be reduced by 10%); in this case they will provide a copy of the diploma from CTU (can also be sent by email); a copy of the diploma may be submitted/sent by email not later than 24 September 2026; if the graduate does not, by 24 September 2026, submit a copy of the diploma from CTU or does not send

one to the relevant economic manager by email, they will be back-charged the price for accommodation such that they pay the full price for accommodation without a 10% reduction (according to the Price List of Accommodation) from the date of checking in to the dormitory to 30 September 2026 (payment must be made by 25 September 2026 (see point e) of this section). From 1 October 2026, the graduate pays the price according to the Price List of Accommodation until the date of submitting a copy of the diploma from CTU;

d. when checking into accommodation at a dormitory, the accommodated person enters into an *Accommodation Agreement* with SFA CTU and enters into an *Addendum to* the *Accommodation Agreement* regarding the *insurance* of personal effects (personal property brought on to the premises); the insurance premium is paid together with the first payment for accommodation in the amount according to the price list (CZK 290 or CZK 360 per year according to the choice of insurance premium; see *List of Payments, Fees, Fixed-rate Payments, Penalties, and Other Services*) and is valid for the entire academic year, in that the insurance premium is *non-refundable* (even in the event that the accommodated person checks out of the dormitory); the accommodated person is also bound by these Procedures and Rules; when checking into accommodation at a dormitory, the accommodated person must have a reservation deposit of CZK 5,000 in the account in ISKAM4. **The accommodated person is under obligation to pay the difference between the reservation deposit and a sum equalling 30 times the daily rate of accommodation in order to create the accommodation deposit, and to do so not later than 24 September 2026.** In the event that the accommodation deposit determined in this way is lower than the reservation deposit, the difference will be returned to the accommodated person. The accommodation deposit will cover the accommodation of the accommodated person in question for the period of time until the accommodated person pays for the accommodation. Payment for accommodation beginning October 2026 is due on the 15th day of the relevant month;

e. when checking into the accommodation, the accommodated person will receive information about the price for accommodation for the month of September and about the size of other fees; the **accommodated person must pay the price for accommodation according to the valid Price List, the insurance premium, the advance payment for electricity, the accommodation deposit, and other specified fees not later than 24 September 2026** in the manner specified in the following paragraph;

f. payment of the dormitory fee, the price for accommodation, the reduced price for accommodation for graduates, other fees, fixed-rate payments, the insurance premium, and the reservation deposit, etc. may be paid by direct debit or via the online payment gateway directly from ISKAM4 or by making a payment into the bank account held by SFA CTU at Komerční banka:
account number: 27-4082130287/0100,
IBAN:CZ2001000000274082130287,
SWIFT (BIC) KOMBCZPPXXX
with a variable code that is automatically generated for the applicant in ISKAM4, or by payment card, or at a SFA CTU payment point (Strahov dormitory – central reception, Masarykova dormitory – reception); it is possible to make payments by direct debit starting in October; it is not possible to make payments by direct debit in September;

g. for all payments and prices, see Price list and documents / Service Facilities Administration CTU;

h. if an applicant for accommodation with an allocated accommodation place and the resulting right to accommodation is unable to check into the accommodation in person by the set deadline, they will ask to postpone their check-in to the dormitory in writing in an email sent to ubytovani@cvut.cz in accordance with the

Accommodation Schedule. Check-in will take place by a later deadline arranged on an individual basis, in which case the accommodation will be billed on 18 September 2026, including determination of the price for accommodation; should the right to accommodation be established later than on the start date of standard arrivals (check-ins) to accommodation, the deadline for checking into accommodation will be communicated by e-mail when the SFA CTU Accommodation Department is processing the application. Students with year-round accommodation with the same accommodation place as in the previous year are under obligation to sign the Accommodation Agreement and the other documents required to check in subject to agreement with the relevant economic manager not later than 1 September 2026; accommodation for the subsequent year will commence not later than 1 September 2026;

i. if an accommodated person is interested in "single-use accommodation", i.e. alone in a twin room, they shall apply for this with the relevant economic manager as of 12 October 2026, see also the Accommodation Schedule; the accommodated person will be satisfied only after all applications for accommodation have been satisfied with regard to the available capacities in twin rooms in CTU dormitories, in that the price for single-use accommodation will be increased by 70%;
j. SFA CTU may in exceptional and justified cases decide to change an accommodation place, even before an applicant for accommodation checks into a dormitory;
k. the rights and obligations of accommodated persons are regulated by the General Terms of Accommodation or the House Rules.

VI. Cancellation of applications and reservations by applicants for accommodation, return of the reservation deposit

a) an applicant must always submit a request to cancel a reservation or to cancel an application for accommodation in writing by email to ubytovani@cvut.cz;
b) if a person who is accommodated in a dormitory, makes a reservation, and pays the reservation deposit does not check into the accommodation and reports cancellation of check-in to the dormitory in writing by 2 July 2026, their reservation will be cancelled and they shall have the right to the return of the reservation deposit in full;
c) if a person who is accommodated in a dormitory, makes a reservation, and pays the reservation deposit requests the cancellation of the reservation of the accommodation after 2 July 2026, and not later than 18 September 2026 (inclusive), their allocated dormitory accommodation will be cancelled and they will have the right to a refund of the reservation deposit after the deduction of the cancellation fee specified in the *List of Payments, Fees, Flat-rate Payments, Penalties, and Other Services* (i.e. CZK 500);
d) if an applicant for accommodation who has been allocated dormitory accommodation on the basis of an application for dormitory accommodation has already submitted the reservation deposit and requests, in writing, the cancellation of the allocated dormitory accommodation not later than 18 September 2026 (inclusive), their allocated accommodation in the dormitory will be cancelled and the reservation deposit will be returned to them after the deduction of the cancellation fee (i.e. CZK 500);
e) if tan applicant for accommodation fails to check into the dormitory by the deadline without giving written reasons, the reservation deposit is forfeited to SFA CTU;
f) if an applicant for accommodation learns about the allocated accommodation at a dormitory after standard arrivals (check-ins) (email or SMS) and they have already paid the reservation deposit, and at the same time they cancel the accommodation in writing on or before the scheduled check-in date, the reservation deposit will be refunded in full;

g) if an applicant for accommodation withdraws from or takes a leave of absence from their studies or departs for a study programme abroad and requests the cancellation of their reservation or of their application for accommodation, and presents confirmation of withdrawal from or taking leave of absence from their studies or confirmation of a study programme abroad, the reservation deposit will be fully refunded to them; if a CTU student who has information about withdrawal from or taking leave of absence from their studies uploaded in ISKAM4, no confirmation is required;
h) if an applicant is unable to check into a dormitory for extraordinary reasons, they must always request the cancellation of a reservation or an application for accommodation and the return of the reservation deposit in writing by email, see point a); the request must be specifically justified and documented, and SFA CTU decides on the granting of an exception;
i) a student who departs for a study programme abroad for at least 30 days during the academic year may, not later than 14 calendar days before their departure, reserve accommodation in their room for the date of return from the stay abroad (in the same academic year); the student reserves accommodation at the dormitory using the email address specified in point a) and provides confirmation of the study programme abroad; the student confirms the reservation of accommodation by leaving the reservation deposit at the disposal of the Provider of Accommodation;
j) if a student has a confirmed reservation of accommodation for an internship and is not interested in checking into a dormitory, they may cancel the reservation of accommodation in writing (by email) not later than 30 calendar days before scheduled check-in to the dormitory, in which case their reservation of accommodation will be cancelled and the reservation deposit will be refunded in full; if the student cancels the reservation of accommodation in writing (by email) less than 30 days before scheduled check-in to the dormitory, the reservation deposit will be refunded after the deduction of the cancellation fee specified in the *List of Payments, Fees, Fixed-rate Payments, Penalties, and Other Services* (i.e. CZK 500), if tan internship student fails to check into the dormitory by the scheduled deadline without giving written reasons for this, the reservation deposit is forfeited to SFA CTU;
k) applicants for accommodation acknowledge and accept when submitting an application for accommodation that applicants are due no interest on the reservation deposit or on any other amount paid into the account held by the Provider of Accommodation; in the case of interest on the reservation deposit or on other amounts paid, any and all possible interest is due to the Provider of Accommodation.

VII. Accommodation for internships and exchange accommodation

a. Students coming for an internship or as part of a study exchange accommodation are separated into different categories for the purposes of allocating accommodation: (i) CTU students or prospective CTU students, and (ii) students of another university or school/study programme; there is a specific method for signing up for ISKAM4 for students on internships and exchange accommodation at CTU;
b. an application for dormitory accommodation is submitted according to the procedure set out in point IV.; applicants sign up for the Waiting List "Erasmus+" other categories (Exchange Summer/Exchange Winter, etc.);

c. further information for those interested in accommodation as part of internships and study exchange accommodation can be obtained from the Accommodation Department.

VIII. Accommodation during exam time and during the summer holidays

a. A CTU student is provided with accommodation for 2 nights to sit each examination during the examination period and the summer holidays; a student who is not a CTU student may apply for accommodation during the examination period as part of commercial guest accommodation provided as an additional service at CTU dormitories;
b. dormitory accommodation will be provided at the dormitory price (for students); **students do not have to provide confirmation of attending an examination**;
c. accommodation will be provided at the dormitory where the student was accommodated in the current academic year and, if this is prevented by operational circumstances, SFA CTU will arrange accommodation at another dormitory;
d. dormitory accommodation must be arranged with the relevant economic manager by email at least 2 working days in advance;

e. if a student wants to stay at a dormitory during the summer holidays, they can additionally reserve accommodation during the holidays within the term specified in the Accommodation Schedule. The Provider of Accommodation will set aside the necessary capacity for this type of accommodation with regard to the economic use of the dormitories during the summer months. It is possible to stay for less than 30 days during the summer holidays; the minimum length of student accommodation during the holidays is 10 consecutive calendar days; accommodation for less than 30 days can only be provided as single-use accommodation or with a roommate staying for a comparable length of time; accommodation in this case is arranged with the economic manager, or by email to ubytovani@cvut.cz.

IX. Termination of accommodation and consecutive accommodation the following academic year

a) if a student does not have consecutive accommodation the following academic year, accommodation during holidays will be terminated 7 calendar days before the scheduled date for the commencement of checking into the dormitory; the same applies to year-round agreements;
b) for accommodated persons who have been allocated a different accommodation place in the CTU dormitories the following academic year, they must move during the summer holidays in accordance with the procedure referred to in the *General Terms of Accommodation*, Article V(7).

X. Essential information about the dormitory fee/price for accommodation and the length of Accommodation Agreements

a. For all information regarding accommodation prices and the group of persons to whom individual prices apply, see: Price list and documents / Service Facilities Administration CTU;

b. The standard duration of accommodation for the 2026/2027 academic year, i.e. the period for which Accommodation Agreements are valid, is set as follows:
- accommodation until the end of the examination period in the summer semester
  7 September 2026 – 28 June 2027;
- year-round accommodation, i.e. until the end of the summer holidays 7 September 2026 – 31 August 2027.

XI. Glossary of terms

Where terms are used in the singular in this document, the same applies to the plural, and vice versa. Terms importing masculine gender in this document include feminine and neuter genders and vice
versa.

Blacklist
A list of persons formerly accommodated at CTU dormitories whom SFA CTU management has decided to ban from any further accommodation at dormitories, usually as a result of recurring failure to comply with the terms and conditions of accommodation. A person may be written into the blacklist, for example, as a result of a serious violation of the rules of accommodation or as a result of repeated minor violations of the rules of accommodation, or on other serious grounds.

Solemn declaration for minors
A document that allows a minor student to be accommodated in a dormitory if they are allocated dormitory accommodation. The document must be notarized or be furnished with authenticated signatures - see CzechPOINT in the Czech Republic - in that at least one legal representative of the student (parent or guardian, etc.) must be signed and authenticated. Students from abroad may have the document authenticated at the Czech embassy in the country from which the student comes.

Email in ISKAM4
The email address that a student enters in ISKAM4, to which the Provider of Accommodation sends that student information regarding their accommodation and to which the student is under obligation to send communications to the Provider of Accommodation. If the student also enters a correspondence email address, messages will be sent to both addresses. In the event of withdrawal from studies and deletion of the email address of the school or in the event of deletion of the entered email address for other reasons, the accommodated person is under obligation to immediately inform the Provider of Accommodation of a new email address at which they will communicate with the Provider of Accommodation.

Direct debit
A way of paying for accommodation services and related fees. The accommodated person sets up a direct debit at their Czech bank and must not forget to select a limit which covers the cost of all services billed to his/her dormitory account.

Reservation deposit
An amount of CZK 5,000. By paying this into the main account in ISKAM4, applicants for accommodation confirm the allocated dormitory accommodation or dormitory reservation in accordance with the accommodation documents. It is also used as a penalty equalling the amount of the reservation deposit in accordance with this document and the General Terms of Accommodation.

Accommodation deposit
Financially "covers" the student's (client's) accommodation for the entire time of staying in a dormitory. The accommodation deposit may be used in the event of damage caused by the accommodated person, in the event of arrears recorded by the Provider of Accommodation (for example, unpaid dormitory fees/price for accommodation, unpaid electricity or services), etc. The accommodation deposit is 30 times the daily rate for accommodation according to the valid price list. If a student (client) has already paid a reservation deposit into the account in ISKAM4, they will pay/be refunded only the difference between that deposit and 30 times the price for accommodation.

Reservation of accommodation
An accommodated person (CTU student) who is on the date of reservation of accommodation staying in a dormitory and who has the right to make a reservation for accommodation. Reservations are made for a specific dormitory and room. Reservations of

accommodation are made in accordance with the accommodation documents for the next academic year or for the summer holidays.

Single-use accommodation
When a single person is accommodated in a twin room, when the accommodated pays 1.7 times the price for accommodation in a single bed.

Single
A single room in the CTU dormitories.

CTU student
A first-year student after enrolment at CTU and students of other years at CTU.

Accommodation documents
The Accommodation Scenario in dormitories and other facilities of CTU in Prague and the annexes thereto; i.e. Procedures and rules for the provision of accommodation in the dormitories of the Czech Technical University in Prague for the 2026/2027 academic year, the Accommodation Schedule for the 2026/2027 academic year, and the General Terms of Accommodation.

Accommodated person
A client (for example, a student) who has entered into an Accommodation Agreement with the Provider of Accommodation.

Provider of Accommodation
SFU CTU in Prague.

Prospective student
A prospective student at CTU is a person who has submitted an application to study at CTU and who is included in admission procedure; i.e. the application has been paid for, that person has their own application code and their own password that they have set for their electronic application.

Application for accommodation
An application for accommodation is submitted by an applicant for accommodation who does not stay in a dormitory or who has not made a reservation. An application for accommodation is submitted in the ISKAM4 accommodation system and is subject to a fee according to the List of Payments. Accommodation is allocated only after payment of the fee for the application for accommodation.

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Bc. Michal Vodička

Director of SFA CTU in Prague

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prof. Dr. Ing. Michal Pěchouček, MSc.

Rector of CTU in Prague