



ACCOMMODATION SCENARIO

in dormitories and other buildings of

CZECH TECHNICAL UNIVERSITY IN PRAGUE

This document is issued on the basis of the Accommodation Rules of the Czech Technical University in Prague (hereinafter “CTU”), whereby as per Article 2, paragraph 2, it is issued by the rector of CTU after discussion in the CTU Academic Senate. The purpose of this document is to further stipulate, in accordance with the Accommodation Rules, the procedures, rules and methods of providing accommodation in buildings owned by CTU, in particular to students and graduates of CTU, and also students and graduates of other universities and school facilities, and other persons (hereinafter “accommodation applicants”), all on the basis of and in accordance with the rules and documents set out below, and other implementing regulations.

Article I.

The SERVICE FACILITIES ADMINISTRATION, as an organisational component of CTU (hereinafter “SFA CTU”) manages dormitories and other buildings in which it provides accommodation, in particular

- Strahov Dormitories, Podolí Dormitories, Masarykova Dormitory, Sinkuleho Dormitory, Dejvická Dormitory, Bubenečská Dormitory, Orlík Dormitory, Hlávková Dormitory
- Novoměstský Hotel

(hereinafter “dormitories”).

The SFA CTU director can stipulate, for the academic year, which buildings will be used year-round and which only partially (e.g. internships, exchange accommodation during summer months) and which buildings will not, in justified cases, be used at all (e.g. cost-saving measures, repairs, reconstructions) or will be used for other purposes.

Article II.

CTU students and graduates are entitled to obtain an accommodation place in dormitories managed by SFA CTU upon the fulfilment of the conditions and requisites stipulated by SFA CTU regulations, this Scenario and its appendices, under preferential price conditions. Rules and procedures for the provision and obtainment of dormitory accommodation are stipulated for individual academic years. These rules must not be of a discriminatory nature, and must allow for, in particular:

- for currently accommodated CTU students and graduates, the establishment of simplified conditions for reacquiring dormitory accommodation, and provision of partner accommodation for these CTU students and graduates;
- for new and newly applying CTU students, the establishment of a procedure for obtaining accommodation so that, upon the fulfilment of previously stipulated conditions (in particular, the submission of an electronic accommodation application in ISKAM4) they are allocated an accommodation place in the dormitories;

- for students on an internship or student exchange in CTU, or in summer study programmes, the provision, upon the fulfilment of previously stipulated conditions, of an accommodation place according to the possibilities and availability of accommodation capacities;
- for CTU students taking an exam during the exam period, the provision of accommodation for a period of 2 nights at the student accommodation price;
- for CTU students with special requirements and specific needs (e.g. persons with serious disabilities), the provision and adaptation of an accommodation place in accordance with their needs, and with regard to the Accommodation Provider's technical capabilities;
- for newly enrolled CTU students, the provision of summer accommodation before the beginning of the given academic year;
- for accommodation applicants, the choice of dormitory or accommodation place according to the possibilities of the accommodation capacities, according to the stipulated conditions.

After processing all accommodation applications from CTU students and graduates, based on the aforementioned conditions, SFA CTU will provide accommodation to:

- students of other universities and other schools;
- students and graduates of exchange study stays and internships who are applying for accommodation, subject to the fulfilment of the stipulated rules and conditions;
- other persons, in order to fill the accommodation capacities, at a non-discounted price.

The rules and procedures for the provision of dormitory accommodation for the following academic year, being a document that includes information on submitting reservations and dormitory accommodation applications, allocation of accommodation places, and the procedures and documents necessary to check into dormitory accommodation etc., all for the given academic year, form Appendix no. 1 of this Scenario.

Article III.

The allocation of an accommodation place is at the discretion of SFA CTU. An entitlement to accommodation arises on the basis of a decision to allocate accommodation, and upon the payment of a reservation deposit by the accommodation applicant. The relevant documents stipulate the amount and methods of payment of the monetary deposit, as well as setting out the conditions for submitting accommodation applications and reservations, and the methods of payment of fees related to accommodation. At the impetus of the SFA CTU director, the CTU rector issues the Dormitory Price List, Accommodation Price List and Accommodation Price list for CTU Employees (hereinafter "Price Lists"). The Dormitory Price List is issued after discussion with the CTU Student Union and by the CTU Academic Senate. The SFA CTU director issues the Price List of Payments, Fees, Flat-Rate Fees, Penalties and Other Services Provided by SFA CTU in Prague (hereinafter "List of Payments") and the Price List of Damage Caused to SFA CTU Property for Accommodated Persons (hereinafter "Price List of Losses and Damages". This does not affect the provisions of Article VI. of this Scenario. An Accommodation Schedule (hereinafter "Schedule") is also issued for every academic year, whereby the Schedule for the following academic year forms Appendix no. 2 of this Scenario.

Article IV.

Based on the allocation of an accommodation place and its confirmation by the applicant, the accommodation applicant will conclude an Accommodation Agreement before checking into the dormitory accommodation. At the same as the Accommodation Agreement, the applicant will also arrange insurance for items stored in the accommodation place. Other rights and obligations of the Accommodated Person and the Accommodation Provider are enshrined in the General Terms of Accommodation and in the House Rules of individual dormitories. The General Terms of Accommodation form Appendix no. 3 of this Scenario. The House Rules are issued by the SFA CTU director, whereby these documents, together with the Accommodation Agreement, will always be properly published so that every CTU student and any other accommodation applicant will have the opportunity to familiarise themselves with them. The General Terms of Accommodation will be presented to the Accommodated Person for their perusal no later than the signing of the Accommodation

Agreement. The General Terms of Accommodation primarily contain the rights and obligations of Accommodated Persons, e.g. the obligation to keep the dormitories clean and tidy and to refrain from undesirable behaviour, the right to separate accommodation for women and men etc.

Article V.

The dormitory accommodation can terminate on the basis of the facts set forth in the General Terms of Accommodation (e.g. expiry of the period for which the Accommodation Agreement was concluded, termination or interruption of university studies, departure for a foreign internship, submission of termination notice by the Accommodated Person at least 30 calendar days in advance, check-out by the Accommodated Person from the dormitory without submitting notice, withdrawal of the Accommodation Provider from the Accommodation Agreement (e.g. due to non-payment of the dormitory fee, destruction of CTU property etc.). Upon termination of the accommodation, the Accommodated Person will return the accommodation place in the condition in which they received it; other conditions, e.g. refund of the monetary deposit, compensation in the event of damage to equipment in the accommodation etc. are governed by the House Rules or the General Terms of Accommodation.

Article VI.

Students are entitled to a reduced price for the accommodation. CTU graduates are entitled to a reasonable discount on the accommodation fee for 5 years from graduation. The accommodation fee for students of universities accredited in the Czech Republic is stipulated in the Dormitory Price List, always for the given academic year. Other payments and fees are set forth in the valid List of Payments. The Price Lists set out dormitory accommodation fees. The List of Payments sets out the prices of services related to the accommodation (electricity) as well as, for example, fees for receipt and processing of the accommodation application, amount of the reservation and accommodation deposit, amount of the insurance premium etc.

Article VII.

SFA CTU may issue additional implementing regulations to realise, or ensure the technical realisation of, the provisions of this Scenario.

Discussed by CTU AS on the 27th of March 2024

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Appendices: 1) Rules and procedures for the provision of accommodation in SFA CTU Prague dormitories for the following academic year,
 2) Accommodation Schedule for the following academic year,
 3) General Terms of Accommodation.