



PROCEDURES AND RULES FOR PROVISION OF ACCOMMODATION AT CTU DORMITORIES IN PRAGUE FOR ACADEMIC YEAR 2025/2026

This document stipulates the procedure for obtaining accommodation and conditions for assignment of accommodation at dormitories of the Czech Technical University in Prague (hereinafter “**CTU**”), which are administered by a part of CTU Service Facilities Administration (hereinafter “**SFA CTU**”).

- I. Accommodation at dormitories is assigned **according to the following priorities**:
 - a. accommodation places are at first assigned to CTU students and CTU graduates (in the case of whom no more than five years elapsed following the studies graduation), who already have accommodation at dormitories and will make *reservation* (see point III below) for the next academic year; accommodation for partners under the conditions set forth below in Article III d) is simultaneously allowed for such persons;
 - b. accommodation places are also always assigned to students and applicants for studies at CTU (hereinafter the “**Applicant**”), who will submit an *application* for accommodation (see point IV below);
 - c. in case of free capacities after filling places pursuant to the preceding points, i.e. by all applicants for accommodation from CTU, accommodation places will be also provided to students of other universities or school facilities in compliance with further regulations of SFA CTU who already have accommodation at dormitories and who will submit an *application* for the next academic year (see point IV below);
 - d. in case of free capacities after filling places pursuant to the preceding points, accommodation places are also provided to students of other universities or school facilities and to other persons in compliance with regulations of SFA CTU who do not have accommodation at dormitories and who will submit an *application* for accommodation (see point IV below); and
 - e. time availability starting from the permanent residence of the applicant for accommodation will also be taken into account as a supplementing criterion for 2025/2026 when assigning an accommodation place.
- II. Applicants for accommodation may choose from the available offer of accommodation places **at dormitories** administered by SFA CTU in Prague:
 - a. Strahov Dormitory, located in Prague 6 - Břevnov; the dormitory is accessible from CTU Dejvice campus in approx. 15 minutes by the Municipal Public Transport (MHD);
 - b. Podolí Dormitory, located in Prague 4 - Podolí, accessible from CTU Dejvice campus in approx. 30 minutes by the Municipal Public Transport;
 - c. Masaryk Dormitory, located in Prague 6 - Dejvice; the dormitory is located directly in the CTU campus in Dejvice;
 - d. Bubeneč Dormitory, located in Prague 6 - Dejvice; the dormitory is accessible from CTU campus in Dejvice in approx. 10 minutes on foot.

- e. Sinkule Dormitory, located in Prague 6 - Dejvice; the dormitory is located directly in the CTU campus in Dejvice;
- f. Dejvice Dormitory, located in Prague 6 - Dejvice; the dormitory is located directly in CTU campus in Dejvice;
- g. Orlík Dormitory, located in Prague 6 - Dejvice; the dormitory is accessible from the CTU campus in Dejvice in approx. 10 minutes on foot;
- h. Hlávka Dormitory, located in Prague 2 - Nové Město; the dormitory is accessible from the CTU campus in Dejvice in approx. 20 minutes by the Municipal Public Transport;

(for further information on dormitories go to [Ubytování na kolejích | Správa účelových zařízení ČVUT](#)).

III. Reservation of accommodation at a dormitory for the next academic year

CTU Students and graduates (in the case of whom no more than five years elapsed from graduating from the studies) who **already live at a dormitory on the basis of the Accommodation Agreement**, will RESERVE the accommodation if they wish to be accommodated in the next academic year.

- a. Reservation of accommodation is carried out through the electronic accommodation system ISKAM4 in several phases with a choice of accommodation places;
in the 1st phase, accommodated persons may reserve the existing accommodation place ("own bed") in the case of year-round or long-term accommodation (Accommodation Agreement until 31 August 2026, i.e. year-round accommodation, or until 31 August 2027, i.e. long-term accommodation);
in the 2nd phase, it is allowed to reserve another accommodation place ("free bed") within the framework of all CTU dormitories, in the case of year-round or long-term accommodation;
in the 3rd phase, it is allowed to reserve the existing accommodation place ("own bed") in the case of accommodation until the end of the summer semester (Accommodation Agreement until 29 June 2026);
in the 4th phase, it is allowed to reserve another accommodation place ("free bed") within the framework of all CTU dormitories in the case of accommodation until the end of the summer semester (for dates see the Accommodation Schedule and ISKAM4);
- b. persons interested in accommodation for the academic year 2025/2026 may carry out reservation in the period from **9 May 2025 until 20 June 2025** inclusive;
- c. CTU graduates will carry out reservation with the supervisor of the relevant dormitory (reservation is conditional upon providing a copy of the diploma from CTU provided no more than five years elapsed from the graduation from the graduate's studies; a copy of the diploma may be sent by e-mail);
- d. pairs may reserve joint accommodation with the supervisor of the relevant dormitory in person; if the accommodation provider's accommodation capacities so allow, reservation for a partner who is not a CTU student may also be allowed in the period of reservations subject to an arrangement with the supervisor of the relevant dormitory;
- e. an accommodated CTU student may apply for extension of his/her Accommodation Agreement with the supervisors of the relevant dormitory (extension for a period of up to two years - so-called long-term accommodation); in the case of other students and other accommodated persons such extension is only possible within the framework of the current academic year;
- f. in the event of justified absence from the dormitory in the period when accommodation reservations are carried out (due to illness, foreign internship, etc.), students may apply for reservation of accommodation by sending an e-mail to: ubytovani@cvut.cz;

- g. on the basis of an ordered reservation, SFA CTU will assign an accommodation place; the interested person will receive the decision via ISKAM4, SMS or e-mail; assignment of accommodation is conditional upon an inspection of depositing a reservation deposit by the person interested in the accommodation (such person as an accommodated person should have already the reservation deposit deposited). As of **1 July 2025**, inspection of depositing a reservation deposit will be carried out (**in the case of depositing the reservation deposit in ISKAM4, full reservation deposit in the amount of CZK 3,500 must be available at an account in ISKAM4**); the payment may be made by supplementing the balance of the monetary account in ISKAM4 no less than up to the above-mentioned amount or make a payment pursuant to point V, letter f below in this document; if the reservation is not confirmed by depositing the full reservation deposit and within the determined deadline, the reservation will be cancelled. In the case of a person accommodated on a year-round or a long period of time basis, it is necessary to apply for potential cancellation of the reservation individually at the accommodation department.
- h. deposited reservation deposit or, as the case may be, balance of an ISKAM4 monetary account increased by an amount constituting the reservation deposit will **remain so deposited/increased at the deposit account in ISKAM4 also for the period of potential temporary deregistration (departure) of the accommodated person from the dormitory (for example during summer holidays), i.e. the reservation deposit will remain deposited/increased at the deposit account in ISKAM4 from the moment of confirmation of the reservation of the accommodation until the arrival for accommodation.** Where an accommodated person applies for returning the reservation deposit, the reservation deposit will be returned, but the reservation of the accommodation place will terminate;
- i. where the accommodated person will not carry out the reservation on time, he/she must submit a new application for accommodation at a dormitory - see point IV; and
- j. carrying out the reservation will not give rise to a claim to accommodation; the claim to accommodation will be created by a resolution of SFA CTU on assignment of accommodation subject to fulfilling the condition to deposit the reservation deposit.

IV. Application for accommodation at a dormitory

New applicants for accommodation at a dormitory, including applicants for studies at CTU and new persons interested in accommodation recruiting from CTU students and those already dwelling who are not CTU students, may submit an APPLICATION for accommodation if they are interested in it. SFA CTU will accommodate the application for accommodation of applicants and students of CTU, unless it is excluded by special reasons given by internal regulations, for example if the applicant is not stated in the blacklist (see below); in the case of applicants recruiting from applicants for studies and students of other universities, school facilities or in the case of not studying applicants and other persons, applications for accommodation are assessed in compliance with the priorities pursuant to the above-mentioned Article I and in compliance with the internal regulations and procedures of SFA CTU.

- a. Applications for assignment of accommodation at dormitories are submitted through the electronic accommodation system ISKAM4;
- b. CTU students and applicants for studies at CTU will log in into ISKAM4 through the login data identical with the login data for usermap or pursuant to the information published at the website, see [Jak získat ubytování | Správa účelových zařízení ČVUT](#); applicants for accommodation who are not CTU students must carry out registration in ISKAM4 before submitting an application for accommodation; if

- the accommodation capacity of dormitories is full, SFA CUT will reserve the right to close registrations in ISKAM4;
- c. it is possible to apply for accommodation at CTU dormitories during the whole year, but the accommodation provider may close registration for a short time for students who do not study at CTU if the capacity of the dormitories is full;
 - d. a part of submitting an application for accommodation is payment of a non-refundable fee for submitting and processing of an application for accommodation in the amount of CZK 300; information on the method of payment of the fee will be received by the applicant by e-mail after submitting the application; where the accommodation provider in justified cases does not process the application (for example when registrations are closed due to the fact that all capacities of dormitories are full, etc.), the accommodation provider shall return the fee to the accommodated person;
 - e. applicant may order in the application for accommodation a dormitory preferred by him/her and a substitute dormitory (for the possibility to move between dormitories see the General Terms of Accommodation); i.a. the criterion pursuant to Article I, letter d) of these conditions will be taken into account for 2025/2026 when assigning an accommodation place at a dormitory);
 - f. applicant for accommodation may only submit one application for accommodation; if he/she submits more than one application, only one application will be handled and the other applications will be rejected; if the applicant submits an application that will be handled and despite such fact, he/she will submit another application, such new application will be handled after applications of the other applicants for accommodation are handled;
 - g. applications for accommodation for the next academic year submitted from 2 January 2025 until 15 July 2025 will be assessed collectively on 17 July 2025 through ISKAM4, SMS or e-mail; applications for accommodation submitted after 15 July 2025 will be assessed gradually according to the date when they were submitted, as a rule within seven business days;
 - h. SFA CUT will decide on assignment of an accommodation place on the basis of a submitted application for accommodation; the applicant will subsequently confirm his/her interest in the accommodation by depositing a refundable reservation deposit; the reservation deposit is determined in the amount of CZK 3,500; it may be paid by supplementing the balance of a monetary account in ISKAM4 at least up to the amount of the reservation deposit or by payment pursuant to point V, letter f) of this document below (information on the date and method of payment of the reservation deposit may also be sent to the applicants together with the decision on assignment of an accommodation place); the date for payment of the reservation deposit for applicants submitting applications for accommodation until 15 July 2025 was set forth for 24 July 2025; applicants submitting an application for accommodation later will receive information on the date of payment of the reservation deposit by an information SMS or by e-mail; for the conditions of potential returning of the reservation deposit see point VI;
 - i. where the applicant fails to pay the reservation deposit (full amount and within the determined deadline), his/her application for accommodation will be cancelled; the applicant may repeat such cancelled application for accommodation according to the above-mentioned procedure; repeated applications for accommodation will be handled after applications for accommodation are handled that were submitted by all applicants with applications submitted earlier who apply for accommodation for the first time;
 - j. SFA CTU may in a special regime accommodate an application for accommodation or an application for single or single-use accommodation submitted by an applicant with serious health, social or other reasons; such reasons must also be documented by the applicant as of the date of submitting the application for accommodation through ISKAM4 and must be communicated by the applicant in writing to

- the address ubytovani@cvut.cz with a copy to be sent to the head of the dormitory in the case of a concrete dormitory;
- k. applicants for accommodation with specific needs according to the classification <https://www.elsa.cvut.cz/student/kategorie-studentu/> will submit the application in accordance with the procedure pursuant to point IV, letter a) and must also submit a written application to the accommodation department by e-mail (see above); in the application, their needs will be specified and their limitation will be documented by a recognizable document; every such submitted application for accommodation will be individually assessed by SFA CTU with regard to suitable vacant accommodation capacities;
 - l. Where a person authorized to negotiate accommodation of a concrete person or single or single-use accommodation for a concrete person on behalf of CTU Students Union, SFA CTU may fulfil the application and accommodate the relevant person or, as the case may be, to assign single or single-use accommodation; the person belonging to such categories must have an application for accommodation submitted in ISKAM4 (or reservation carried out pursuant to point III), must not have a note in the history of his/her accommodation on failure to adhere to the Accommodation Agreement and the CTU Students Union must simultaneously apply for exception to the accommodation department; the number of such applications is limited to 100 accommodation places within the framework of SFA CTU dormitories; CTU Students Union is obliged to justify the application of every person and the accommodation provider when deciding on the application will take the justification into account; activities demonstrably performed by the relevant person during procurement of the operation of the dormitories, organization of the dormitory life, free assistance to SFA CTU supervisors or employees during organization of the activities at the dormitories, cooperation during mediation of the communication concerning the operation of the dormitories, etc. will be considered as reasons for submitting the application; the application must be submitted no later than within 14 calendar days prior to the commencement of the first phase of reservations for the next academic year pursuant to the Schedule;
 - m. applications for accommodation at a dormitory submitted by an applicant for accommodation who breached the Accommodation Agreement before and was excluded on such basis from accommodation at dormitories and/or is on a blacklist will be rejected;
 - n. applications for accommodation at a dormitory with untrue or incomplete data or multiple applications for accommodation (several applications of one person submitted simultaneously) will be excluded from the records, unless an arrangement with the accommodation provider is made, for example in the case of multiple applications for technical reasons, etc.; and
 - o. submission of an application for accommodation shall not give rise to a claim to accommodation; a claim to accommodation shall be created by SFA CUT resolution on assignment of accommodation and by payment of the reservation deposit.

V. Arrival to accommodation at a dormitory

Accommodation at dormitories will commence by arrival to accommodation, which will be performed at the accommodation office at the dormitory assigned on the basis of SFA CTU resolution on assignment of an accommodation place and after a claim to accommodation is created. In the academic year 2025/2026, the due dates of arrivals to the dormitories exist in the period **from 8 September 2025 until 19 September 2025** inclusive.

- a. **Documents necessary to be submitted in the case of arrival to accommodation to a dormitory:**
 - citizens of the Czech Republic submit an ID card or travel passport;
 - persons other than citizens of the Czech Republic submit either a passport or residence permit as well as a registration slip filled in and signed in person for the needs of the Immigration Police of the Czech Republic;

- 1 card photo for issuing an accommodation card (so-called dormitory card); photos are not necessary for dormitories with an electronic access system;
 - in the case of a person younger than 18 years, an Affidavit of the legal representative must be submitted with consent to accommodation (a form available on the website can be used); a signature of the legal representative must be officially verified (by notary, at CzechPOINT, etc.); and
 - confirmation on university studies (no older than 14 calendar days); CTU students document such confirmation by an entry in ISKAM4; **confirmation on the studies may also be documented later - see point b. below;**
- b. CTU students' study data are automatically loaded in ISKAM4; in such a case, they do not submit a confirmation on the studies; if the data are not loaded in ISKAM4 for some reason, students will prove their identity by a currently issued confirmation on the studies (not older than 14 calendar days); if a student (also a student of another university) does not prove at the arrival for the accommodation that he/she is a student, **he/she may present a confirmation on the studies no later than by 25 September 2025 and a dormitory fee (price for students) will be charged to him/her from the accommodation date;** a confirmation on the studies may also be sent by e-mail directly to the dormitory supervisor; **it is sufficient to send an e-confirmation with electronic signature of the school or scanned original of the confirmation on the studies;** if the accommodated person fails to present the confirmation on the studies no later than by 25 September 2025, i.e. if he/she fails to submit it personally or fails to send it by e-mail to the supervisor of the relevant dormitory, the price for accommodation will be charged to him/her retroactively (price for non-students) from the day of arrival for the accommodation by the end of September, i.e. the amount representing the difference will be charged to him/her and the accommodated person will be obliged to pay the rest of such amount by 26 September 2025 (see point e) of this section). From 1 October 2025, the accommodated person will pay the price according to the Price List of Accommodation up to the day of presenting the confirmation on the studies. The same procedure will be applied in LS where the student no later than by 27 February 2026 will present a confirmation on studies by e-mail or to the dormitory supervisor; in the opposite case, price for non-students according to the Price List of Accommodation will be charged to him/her from 1 March 2026;
- c. A CTU graduate may stay at SFA CTU dormitory for another five years after absolving the studies at a reduced price (according to the Price List of Accommodation where the price will be reduced by 10 per cent); in such a case he/she will present a copy of CTU diploma (it may also be sent by e-mail); a copy of the diploma can be presented/sent by e-mail no later than by 25 September 2025; if the graduate fails to present a copy of CTU diploma no later than by 25 September 2025 or fails to send it by e-mail to the supervisor of the relevant dormitory, the price for accommodation will be charged to him/her retroactively so that he/she pays the full price for accommodation without being decreased by 10 per cent (according to the Price List of Accommodation) from the day of the arrival for accommodation by 30 September 2025 (the payment must be made by 26 September 2025 - see point e) of this section. The graduate will pay the price according to the Price List of Accommodation from 1 October 2025 until the day of presenting a copy of CTU diploma;
- d. during the arrival for accommodation at a dormitory, the accommodated person will conclude with SFA CTU the *Accommodation Agreement*, as well as *Amendment to the Accommodation Agreement* concerning *insurance* of the property taken in; the insurance premium will be paid with the first payment for accommodation in the amount according to the price list (CZK 240 or CZK 310 per year according to the selected insurance premium - see the *Price List of Payments, Fees, Lump Sum Payments, Penalties and Other Services*), and it is valid for the entire academic year;

the insurance premium is *non-refundable* (also in the event that the accommodated person checks out from the dormitory); the accommodated person will also be bound simultaneously by these Procedures and Rules; during the arrival for accommodation, the accommodated person must have a reservation deposit in the amount of CZK 3,500 at the account in ISKAM4. **No later than by 25 September 2025 the accommodated person shall be obliged to pay the difference to the reservation deposit in the amount of 30 times the daily accommodation rate and the accommodation deposit will thus be established.** The accommodation deposit will cover the accommodation of the relevant accommodated person for a period of one month before the accommodation is paid by the accommodated person. The payment for the accommodation commencing in October 2025 will be payable as of the 15th day of the relevant month;

- e. the accommodated person will receive during the arrival for the accommodation information on the amount of the price for accommodation for September and on the amounts of other fees; the **accommodated person is obliged to pay** the price for accommodation according to the valid price list, insurance premium, advance payment for electricity, accommodation deposit and other fees **no later than by 25 September 2025** in the manner set out in the following paragraph;
- f. payments of the dormitory fee, price for accommodation, reduced price for accommodation for graduates, other fees, lump sum payments, insurance premium and reservation deposit, etc. can be paid by collection or via an on-line payment gateway directly from ISKAM4 or by payment to SFA STU's bank account with Komerční banka:
Account No.: 27-4082130287/0100,
IBAN:CZ2001000000274082130287,
SWIFT (BIC) KOMBCZPPXXX
with a variable symbol, which is generated for the applicant automatically in ISKAM4 or by a payment card or, as the case may be, at one of SFA CTU cash points (central reception at Strahov Dormitory, reception at Masaryk Dormitory); payments may be made in the form of collection payment starting in October; in September payments cannot be made by collection;
- g. for all payments and prices see [Ceníky a dokumenty | Správa účelových zařízení ČVUT](#);
- h. in the event that an applicant for accommodation with an assigned accommodation place and claim to accommodation cannot arrive for accommodation on the proper date, he/she will apply for deferral of the arrival at the dormitory in writing by e-mail to be sent to ubytovani@cvut.cz in compliance with the Accommodation Schedule. He/she will arrive on an additional date individually agreed; in such an event, the accommodation will be charged as of 19 September 2025 including the determined price for accommodation; where a claim to accommodation arises later than as of the day of commencement of due arrivals for accommodation, the date of the arrival for accommodation will be communicated by e-mail during processing of the application by SFA CTU accommodation department. Students with year-round accommodation at the same accommodation place as in the preceding year are obliged to sign the Accommodation Agreement and other documents necessary for the arrival for accommodation subject to an arrangement with the dormitory supervisor no later than by 1 September 2025; the accommodation for the next year will be commenced no later than on 1 September 2025;
- i. where the accommodated person is interested in single-use accommodation, i.e. alone at a double room, he/she will apply for such accommodation at the supervisor of the relevant dormitory from 10 October 2025 - also see the Accommodation Schedule; the accommodated person's wish will be accommodate after all applications for accommodation are satisfied with regard to the free capacities at double rooms within the framework of CTU dormitories; the price of single-use accommodation will be increased by 70 per cent;

- j. in justified cases, SFA CTU may extraordinarily decide on a change of the accommodation place before the applicant for accommodation's arrival for accommodation at dormitories; and
- k. rights and obligations of accommodated persons are stipulated by the General Terms of Accommodation or, as the case may be, by the House Rules.

VI. Cancellation of applications and reservations of applicants for accommodation; repayment of reservation deposit

- a) applicant will always submit an application for cancellation of reservation or application for accommodation in writing by e-mail to the address ubytovani@cvut.cz;
- b) if the person who is accommodated at a dormitory carried out a reservation and paid a reservation deposit fails to arrive for the accommodation and announces cancellation of the arrival at the dormitory in writing by 2 July 2025, his/her reservation will be cancelled and he/she is entitled to full repayment of the reservation deposit;
- c) if a person who is accommodated at a dormitory carries out reservation and paid a reservation deposit applies for cancellation of the reservation of accommodation after 2 July 2025 and no later than on 19 September 2025 (inclusive), his/her accommodation assigned at a dormitory will be cancelled and he/she is entitled to repayment of the reservation deposit after deducting the cancellation fee set out in the *Price List of Payments, Fees, Lump Sum Payments, Penalties and Other Services* (i.e. CZK 500);
- d) where an applicant for accommodation to whom accommodation at a dormitory was assigned on the basis of an application for accommodation at a dormitory has already paid a reservation deposit and will apply in writing for cancellation of the assigned accommodation at a dormitory no later than by 19 September 2025 (inclusive), his/her assigned accommodation at a dormitory will be cancelled and the reservation deposit will be returned to him/her after deducting the cancellation fee (i.e. CZK 500);
- e) if the applicant for accommodation fails to arrive at a dormitory within the due date set forth for arrivals without written information on the reasons, the reservation deposit will forfeit in favour of SFA CTU;
- f) where the applicant for accommodations learns of the assigned accommodation at a dormitory after due arrivals (by e-mail or SMS) and has already a reservation deposit deposited and simultaneously cancels the accommodation in writing by the date of the reported arrival inclusive, full reservation deposit will be returned to him/ her;
- g) where the applicant for accommodation terminates or suspends the studies or leaves for a study stay to abroad and applies for cancellation of reservation or application for accommodation with providing a confirmation on termination or suspension of the studies or confirmation on studies abroad, full reservation deposit will be returned to him/her; in the case of a CTU student who has information on termination or suspension of studies loaded in ISKAM4, such confirmation is not requested;
- h) where the applicant cannot arrive at the dormitory for extraordinary reasons, he/she always applies in writing by e-mail, see point a), for cancellation of the reservation or application for accommodation and repayment of the reservation deposit; the application must be specifically justified and documented; SFA CTU decides on granting the exception;
- i) a student who leaves for a foreign study stay in the course of the academic year may reserve accommodation no later than within 14 calendar days before his/her departure at his/her room for the date of return (in the same academic year) from the foreign stay; the student will thus reserve accommodation at a dormitory at the e-mail address pursuant to point a) and will document it by a confirmation on the foreign study stay; the student will confirm the reservation of the accommodation by leaving the reservation deposit available to the accommodation provider;

- j) where a student at internship has reservation of accommodation confirmed and does not wish to arrive at the dormitory, he/she may cancel the reservation of the accommodation in writing (by e-mail) no later than within 30 calendar days before the planned arrival at the dormitory; in such a case his/her reservation of accommodation will be cancelled and full reservation deposit will be returned to him/her; where the student cancels the reservation of accommodation in writing (by e-mail) less than 30 days before the planned arrival at the dormitory, the reservation deposit will be returned to him/her after deducting a reversal fee in the amount set out in the *Price List of Payments, Fees, Lump Sum Payments, Penalties and Other Services* (i.e. CZK 500); where a student at the internship fails to arrive at the dormitory without providing reasons in writing, the reservation deposit will forfeit in favour of SFA CTU;
- k) applicants for accommodation take into account together with filing an application for accommodation and agree that the applicant is not entitled to receive any interests on the deposited reservation deposit or on any other amount deposited at the account of the accommodation provider; if interest is credited to the reservation deposit or to other deposited amounts, all potential interests belong to the accommodation provider.

VII. Accommodation for internships and exchange accommodation

- a. Students arriving at internship stays or within the framework of study exchange accommodation are divided for the needs of assignment of accommodation into the following categories: (i) CTU students or applicants for study at CTU and (II) students of another university or school/study program; a specific method for logging into ISKAM4 is determined for students at internship stays and exchange accommodations at CTU;
- b. applications for accommodation at a dormitory are submitted according to the procedure set out in point IV; applicants will register for the Waiting List Erasmus+ other categories (summer/winter semester, etc.);
- c. further information for students interested in accommodation within the framework of internships and study exchange accommodation may be obtained at the accommodation department.

VIII. Accommodation at the period of examinations and during summer holidays

- a. In the course of an exam period and summer holidays, accommodation will be provided to a CTU student for two nights for passing every exam; students other than CTU students may apply for accommodation for the exam passing period within the framework of commercial accommodation provided on a supplementary basis at CTU dormitories;
- b. accommodation at a dormitory will be provided at the dormitory fee price (for students); **students need not present a confirmation on participation in the exam;**
- c. accommodation will be provided at the dormitory where the student was accommodated in the current academic year; where it is impossible for operational reasons, SFA CTU will procure accommodation at another dormitory;
- d. accommodation at a dormitory must be ordered by e-mail no later than within two business days in advance from the supervisor of the relevant dormitory;
- e. where a student wishes to stay at a dormitory during summer holidays, he/she may additionally reserve summer accommodation on the date pursuant to the Accommodation Schedule. For such type of accommodation, the accommodation provider will set aside the necessary capacity with regard to the economic utilization of the dormitories during summer months. For the period of summer holidays, the accommodation may be shorter than 30 days; the minimum length of student accommodation during holidays is 10 consecutive calendar days; accommodation shorter than 30 days may only be provided as single-use accommodation or accommodation with a roommate with the comparable length of

accommodation; in such a case, accommodation will be agreed with the dormitory supervisor or, as the case may be, by e-mail to be sent to ubytovani@cvut.cz.

IX. Termination of accommodation and subsequent accommodation for the next academic year

- a) where the student does not have subsequent accommodation for the next academic year,, his/her summer accommodation will be terminated within seven calendar days prior to the due commencement date of arrivals at the dormitory; the same applies to year-round and long-term agreements; and
- b) in the case of accommodated persons who have another accommodation place assigned for the next academic year within the framework of CTU dormitories, moving will take place during the summer holidays in the manner pursuant to *General Terms of Accommodations*, Article V, paragraph 7.

X. Basic information on dormitory fee/price for accommodation and on the length of accommodation agreements

- a. For all information concerning accommodation prices including the circle of persons to whom individual prices relate go to: [Ceníky a dokumenty | Správa účelových zařízení ČVUT](#);
- b. Standard accommodation length for academic year 2025/2026, i.e. period of validity of accommodation agreements, is set forth as follows:
 - accommodation until the end of the exam period in summer semester: 8 September 2025 – 29 June 2026;
 - year-round accommodation, i.e. until the end of summer holidays: 8 September 2025 - 31 August 2026; or
 - long-term accommodation for a definite period of time: 8 September 2025 - 31 August 2027; it is only provided to CTU students; it is necessary to apply for long-term accommodation at the supervisor of the relevant dormitory no earlier than after arrival for accommodation at the dormitory.

XI. Vocabulary of terms

Terms importing the singular in this document include the plural and *vice versa*; terms importing masculine gender in this document include feminine and neuter genders and *vice versa*.

Blacklist

List of persons living at CTU dormitories before for whom further accommodation at dormitories is excluded by a decision of SFA CTU management usually on the grounds of repeated failure to fulfil accommodation conditions. A person may be entered in the blacklist for example on the basis of a serious breach of the accommodation rules or due to a repeated less serious breach of the accommodation rules or, as the case may be, for other serious reasons.

Affidavit for minors

Document that enables a minor student to be accommodated at a dormitory if accommodation at a dormitory is assigned to him/her. The document must be verified by notary or signatures in the document must be verified - see CzechPOINT in the Czech Republic, where at least one legal representative of the student will be signed and verified. In the case of foreign students, it is possible to have the relevant document verified at the Czech embassy in the country from where the student comes from.

E-mail in ISKAM4

The e-mail address which the student will enter into ISKAM4 and to which the accommodation provider sends information to the student concerning his/her

accommodation and via which the student is obliged to communicate with the accommodation provider. Where the student will also enter a correspondence e-mail address, messages for him/her will be sent to both addresses. In the event of termination of the studies and termination of the school e-mail address or in the event of termination of the given e-mail address for other reasons, the accommodated person shall be obliged to provide without undue delay a new e-mail address to the accommodation provider via which he/she will communicate with the accommodation provider.

Collection

It is a form of payment for accommodation services and fees connected therewith. The accommodated person will establish the collection at his/her Czech bank and must not forget to choose such amount of the limit so that all services debited to his/her account at the dormitory are covered.

Reservation deposit

It amounts to CZK 3,500. By payment of the deposit to the main account in ISKAM4, applicants for accommodation confirm the assigned accommodation at a dormitory or reservation at the dormitory in compliance with accommodation documents. It is also used as a penalty in the amount of the reservation deposit in compliance with this document and the *General Terms of Accommodation*.

Accommodation deposit

It "covers" the student's (client's) accommodation financially throughout the entire period of stay at the dormitory. The accommodation deposit amounts to 30times the daily rate for accommodation according to the valid price list; the minimum amount is CZK 3,500. Where the student (client) already deposited the reservation deposit to the account in ISKAM4, he/she will only pay up the difference up to 30times the price for accommodation.

Reservation of accommodation

The accommodated person (CTU student and graduate) who lives at the date of reservations of accommodation at a dormitory and who is entitled to carry out reservation of accommodation. Reservations are carried out for a concrete dormitory and room. Reservations of accommodation are carried out in compliance with accommodation documents for the next academic year or for summer holidays.

Single-use accommodation

Separate accommodation at a double room where the accommodated person pays 1.7times the price for accommodation per bed.

Single

Single room at CTU dormitories.

CTU student

Student of the first year after enrolment to CTU and students of other CTU years.

Accommodation documents

Scenario of accommodation at dormitories and in other CTU buildings in Prague and its appendices, i.e. Procedures and rules during provision of accommodation at CTU dormitories in Prague for the academic year 2025/2026; Accommodation Schedule for the academic year 2025/2026 and *General Terms of Accommodation*.

Accommodated person

Client (for example student), who has concluded the accommodation agreement with the accommodation provider.

Accommodation provider

SFA CTU in Prague.

Applicant

Applicant for studies at CTU is a person who submitted application for studies at CTU and who is included into admission proceedings, i.e. the application is paid; such person has his/her application code and his/her password that he/she set for his/her electronic application.

Application for accommodation

An application for accommodation is submitted by the applicant for accommodation who does not live at a dormitory or who did not carry out a reservation. Application for accommodation is submitted in the accommodation system ISKAM4 and is to be paid for according to the Price List of Payments. Accommodation is only assigned after payment of the fee for application for accommodation.

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Bc. Michal Vodička, m.p.
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