Instruction from the Director No. 3/2020

laying down the rules for the so-called technical logout from dormitories and for the claims for a discount on the dormitory fees

I.
Considering the extraordinary epidemiological measures in effect in the Czech Republic, and with reference to the previous Instructions from the Director No. 1/2020 and No. 2/2020 defining the rules in accommodation facilities of the Service Facilities Administration of the Czech Technical University (hereinafter referred to as SFA) in connection with the pandemic,

I determine

the rules for the so-called technical logout of students from accommodation at dormitories and the procedure for claiming a discount on dormitory fees.

1) Technical logout means:
A special arrangement for students who are temporarily not using accommodation at dormitories physically and have a valid accommodation agreement.

2) Students can request technical logout for November 2020 no later than 6 November 2020, 2 pm. The application can be submitted directly via the web interface ISKAM4 on the page ‘Basic information’ as follows (applications submitted in another form, e.g. in writing, by email, orally will not be considered and will not be accepted):

Input methodology in ISKAM4:
- Edit
- Technical logout
- Enter the letter Y in free field – it means yes
- Update

Technically logout students who have a request for technical logout submitted in ISKAM4 can keep their personal belongings in the rooms, return the keys to the manager of the relevant dormitory and physically leave the dormitory.

Students who have already physically left the dormitory will only apply for technical logout and will temporarily keep the keys and return them to the manager as soon as possible.
3) Technically logout students will receive a 70% discount on accommodation fees at dormitories retroactively for November 2020.

4) The calculation of the discount for November 2020 for students with technical logout will take place retroactively on a monthly basis (at the beginning of December 2020). The overpayment will remain on the student’s account in ISKAM4.

5) A technically logout student may return to the dormitory at any time during November 2020 but will lose the entitlement to a discount on the accommodation fee for November 2020.

6) A technically logout student may terminate accommodation at any time during November 2020 without any penalty; he/she will lose the entitlement to a discount and will be charged a full price of the accommodation at dormitories until the day of accommodation termination.

7) Based on the development of the epidemiological situation in the Czech Republic, SFA will inform students about the possibility of extending or requesting technical logout for another month no later than the last day of the current month.

8) If allowed by SFA, the students who chose technical logout in November 2020 and who will not want to return to the dormitory in December 2020 will be able to request again technical logout in the ISKAM4 system as specified above, and will continue to be entitled to the discount on accommodation fees of 70% which will be refunded retroactively after the payment of the accommodation fee is made.

9) A student is obligated to submit information on the termination of technical logout and the exact date of return to the dormitory via email sent to ubytovani@suz.cvut.cz. The information will then be passed onto the home dormitory to allow the student access to the room.

10) Regular inspections will take place at dormitories. If a student violates the conditions of technical logout and is present at the dormitory without reporting his/her return to the dormitory according to the previous paragraph, he/she will be charged the full accommodation rate for the relevant month. In case of repeated violation of the conditions of technical logout the accommodation agreement will be cancelled by the accommodation provider.

This instruction is valid and effective on the day of publication.

Bc. Michal Vodička
authorised deputy director of SFA CTU