To all university students accommodated in the SFA accommodation facilities

Instruction from the Director No. 3/2021

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

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Considering the persisting extraordinary epidemiological measures in effect in the Czech Republic

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the rules for technical logout of students from accommodation at dormitories and the procedure for claiming a discount on dormitory fees in March 2021

1) **Students can request technical logout for March 2021 no later than 8 March 2021, 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). **The application for technical logout for March 2021 will be made available in ISKAM4 on 2 March 2021.**

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

The technically logout students who have a request for technical logout submitted in ISKAM4 can keep their personal belongings in the rooms; they will return the keys to the manager of the relevant dormitory and physically leave the dormitory unless they have already done so.

2) **The students who chose technical logout in February 2021 and who do not want to return to the dormitory in March 2021 will be able to request again technical logout in the ISKAM4 system as specified above, and will receive the discount on accommodation fees of 40%.**

3) **The technically logout students will receive a 40% discount on accommodation fees at dormitories retroactively for March 2021.** The calculation of the discount for March 2021 for students
with technical logout will take place retroactively on a monthly basis (at the beginning of April 2021). The overpayment will remain on the student's account in ISKAM4.

4) A technically logout student may return to the dormitory at any time during the month of March 2021 and continue accommodation in the dormitory, but will lose the right to a discount on the dormitory price for March 2021. If a student needs to sleep in the dormitory for study reasons (exam, consultations, etc.), he will be allowed to do so 1 night before visiting school, but a maximum of 2 nights per month in March 2021 and will not lose the right to a discount on the accommodation fee for March 2021. The exact date of stay for 1 or 2 nights for study reasons, the student is obliged to submit via e-mail to the address ubytovani@suz.cvut.cz. The information will then be passed onto the home dormitory to allow the student access to the room.

5) A technically logout student may terminate accommodation at any time during March 2021 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.

6) 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 to access the room.

7) When returning to a dormitory from abroad, it is necessary to prove yourself with a negative test for COVID-19 according to the current measures for entering the Czech Republic from the country from which you are traveling.

8) 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