ACCOMMODATION SCENARIO for Academic Year 2021/2022

SFA CTU in Prague

Basic provisions

The accommodation scenario (hereinafter the “AS”) applies to students of full-time university study courses, to students of other forms of university study courses, to students of schools other than universities, including students on study placements and exchange placements, to whom specific accommodation contracts apply, and to graduates of the Czech Technical University in Prague.

A) According to this scenario, accommodation is assigned at dormitories according to the following priorities:
1) All persons making reservation, see AS, item B
2) Applicants, all students of the Czech Technical University in Prague and all applicants for a study course at CTU in Prague
3) Applicants, other students, who have previously been accommodated at the accommodation provider’s dormitory.
4) Applicants, students of other Czech universities
5) Applicants, other students

B) Reservation of accommodation – applies to students and graduates of the CTU in Prague who are LIVING at the dormitory of the CTU as of the date the reservation submission period commences (assumption that accommodation will continue to be provided for the following academic year) and students and graduates of the Czech Technical University in Prague who completed their accommodation at the CTU dormitory on September 21, 2020 or later during the academic year 2020/2021.

1) An on-line reservation for accommodation must be submitted at accommodation system ISKAM4 (hereinafter “ISKAM4”) at https://web.suz.cvut.cz/Login - this concerns accommodated students.
   Resident graduates of the Czech Technical University in Prague make a reservation with the manager of the dormitory in question (a condition of the reservation is the presentation of a copy of a diploma from the Czech Technical University in Prague no older than 5 years inclusive).
   Reservations can be made from 10 May 2021 until 21 June 2021 inclusive.
   The reservation methodology will be published https://www.suz.cvut.cz/en/rezr/rezervace-ubytovani

2) Couples reserve accommodation with the manager of the relevant dormitory.

3) As confirmation of his/her interest in assignment of a place, the student will pay a refundable monetary deposit, or the student’s asset balance in ISKAM4 must be equal to or higher than the monetary deposit by the deadline specified in the Schedule of Accommodation (hereinafter the “SoA”) for the current academic year (hereinafter the “AY”).

4) If the student fails to make a reservation for accommodation, by the specified deadline, the student must submit a new application for accommodation at the dormitory see AS section) item2).

5) The student making the reservation must pay for the accommodation services and the related fees, including insurance, for the month of September by bank transfer or debit card at one of the collection points, on the date he/she signs-in to the dormitory for accommodation at the latest. The September payment covers accommodation from the date the student signs-in to the dormitory for the AY of 2021/2022 until 30 September 2021 (this also concerns students who are accommodated all-year-round and pay by direct debit).

6) The student does not become legally entitled to accommodation by reserving a bed at the dormitory.

7) The student becomes legally entitled to accommodation by payment of the monetary deposit, or if the student’s asset balance in ISKAM4 is equal to or higher than the value of the monetary deposit by the deadline specified in the SoA for the current AY.

C) Application for accommodation at dormitory – applies to all who have not made a reservation

1) It is possible to apply for accommodation in halls of residence of CTU NONSTOP – all year round. In case of unavailability of the CTU accommodation, the accommodation owner reserves the right to close the registration at ISKAM4 of the new non-CTU applicants.


3) Each applicant must complete an application for accommodation at dormitory https://web.suz.cvut.cz/Login or www.suz.cvut.cz/en/rezr and pay a non-refundable fee for submission and processing of an application for accommodation, in the value specified in the Pricelist of refunds, fees, lump sum payments, penalties and other services of SFA CTU in Prague. Interested parties who do not study at the Czech Technical University in Prague will obtain log-on data for submitting an application for accommodation by registering in ISKAM4 at www.suz.cvut.cz/rezr. For cashless payments, students can use the fastest payment method through the GoPay payment gateway on-line on ISKAM4 (we particularly recommend this for payments from abroad).

4) As confirmation of his/her interest in assignment of a place, the student will pay a refundable monetary deposit, or the student’s asset balance in the ISKAM4 accommodation system must be equal to or higher than the monetary deposit by the deadline specified in the SoA for the current AY.

5) Prior to arriving at dormitory (by 17. 9. 2021) a student pays a refundable deposit by transfer to the account of the provider, always within the deadline stipulated in SoA for the current AY (valid for allocating accommodation in the 1st round in halls of residence), or within the deadline that will be communicated to him/her (e-mail, SMS), (valid for allocating accommodation in subsequent rounds).

On the day of arrival at dormitory, a student pays for accommodation services and associated fees, including insurance, for September cashless or by credit card at one of the collection points. So, the period from the arrival date till 30. 9. 2021.

Prior to arriving at dormitory after 17. 9. 2021 a student pays for accommodation service and associated fees for the month in which he/she joined the dormitory, at any collection points or cashless. (The collection of the payment for the dormitory accommodation does not take place in case the place of accommodation is not also the place of collection).

For a cashless payment a student can use the fastest payment via the payment gateway GoPay on-line directly from the ISKAM4 (we recommend this option mainly for payments from abroad).

More information about other payment options and deadlines is available in the General Terms of Accommodation (hereinafter ‘GTA’) in sections C and D; this also applies to student on an internship or student exchange programme.

6) If a student fails to pay a deposit by the requested deadline, as confirmation of his/her interest, his/her application will be cancelled in the system and the student will be charged all cancellation fees, see Pricelist of refunds and GTA, section E.

7) Recurring applications for accommodation will be attended to only after the first time applicants have been resolved.

8) By submitting an application for accommodation on campus a student or applicant does not obtain the legal right to accommodation.
9) The student becomes legally entitled to accommodation by payment of the monetary deposit, or if the student’s asset balance in ISKAM4 is equal to or higher than the value of the monetary deposit by the deadline specified in the SoA for the current AY.

D) Necessary documents for the arrival at dormitory
An ID card or passport, for individuals, who are not citizens of Czech Republic, Passport or Residence Permit and filled and signed registration document, 1 x passport photograph and other obligations:

a) A student of the CTU has the details of their course loaded directly to ISKAM4. If the data is not loaded, then the student identifies themselves with a valid CTU card, or a current confirmation of study (not older than 14 days). In these disputable cases, the resident is charged a fee as per the Price List for Self-Payers, until the day of the presentation of a valid CTU card or a current confirmation of study of the CTU; see www.suz.cvut.cz/cenik . From the day of the presentation of a valid CTU card or a current confirmation of study of the CTU, they will be charged a fee as per the Dormitory Price List.

b) Students of other schools (other than the CTU) must present a current confirmation of study for the duration of the dormitory. The student must present the current confirmation of study and pay the amount according to the price list for Self-Payers until the day of the presentation of the confirmation of study of the CTU; see www.suz.cvut.cz/cenik . From the day of the presentation of a valid CTU card or a current confirmation of study of the CTU, they will be charged a fee as per the Dormitory Price List.

c) Upon arrival, a graduate of the Czech Technical University in Prague may present a copy of a diploma from the Czech Technical University in Prague no older than 5 years inclusive. If they fail to do so, they will be charged a price as per the Price List for Self-Payers, until the physical presentation of this confirmation; see www.suz.cvut.cz/cenik . From the day of the presentation of the confirmation of study of a Czech university, they will be charged a price as per the Dormitory Price List.

d) If they fail to do so, students of other schools (not Czech universities) will be charged a price as per the Price List for Self-Payers, until the physical presentation of this confirmation; see www.suz.cvut.cz/cenik . From the day of the presentation of the confirmation of study of a school (not a Czech university), they will be charged a price as per the Price List for Students Self-Payers.

e) Student sing and agrees to the conditions of the property insurance as applied to the property, by signing to the Accommodation Agreement on the first day of arriving at the dormitory.

E) Dates of arrival at dormitory
1) Regular arrivals on campus will take place from 6.9.2021 till 17.9.2021 inclusive. For options to defer the arrival date, see GTA, section G paragraph c point 3 and SoA

F) Payment for accommodation services and associated fees
1) Is made by direct debit. You can obtain more information by clicking on www.suz.cvut.cz/files/platba_kolejneho_en.pdf. Direct debit is paid between the 9th and 13th day of the current month (the payment must be credited to the accommodation provider’s account by the 15th day of the current month). Direct debit does not take place repeatedly.

2) Is paid via the payment gateway GoPay on-line directly from ISKAM4.

3) In exceptional cases it is possible to pay in another way, see GTA, section C.

G) Results of allocation of accommodation at dormitories
1) Interested in allocated accommodation in a specific room is confirmed by the booking person by paying a deposit to the account of the provider within the deadline stipulated in SoA for AY, or his/her amount of assets in ISKAM4 must also equal or be greater than the required deposit on the date referred to in SoA for AY. Students are informed after logging in https://web.suz.cvut.cz/Login, or www.suz.cvut.cz/en/rezr

2) Applications for accommodation at dormitory are assessed in accordance with the deadlines set out in SoA and then continuously in response to free capacity. Students are informed after logging in https://web.suz.cvut.cz/Login, or www.suz.cvut.cz/en/rezr.

3) Interest in the allocated accommodation at dormitory in the 1st round of allocation of accommodation in CTU halls of residence must be confirmed by the applicant by paying the deposit to the provider’s account within the deadline in SoA for AY. In subsequent rounds of allocating accommodation at dormitory, the applicant will be informed (by e-mail, SMS) about the due date to pay the deposit. The amount of the deposit is defined at 3,500 CZK for a student and 5,500 CZK in case of a student on an internship or student exchange programme from abroad.

H) Information
1) News are available on www.suz.cvut.cz
2) Answers to your questions is available on www.suz.cvut.cz/en/faq
3) Long-term student accommodation are available on www.suz.cvut.cz/en/rezr
4) Login to ISKAM: https://web.suz.cvut.cz/Login
5) Price lists can be found https://www.suz.cvut.cz/en/pricelist
6) Information and documents can be found at Dormitories » Information and Documents | CTU in Prague SFA (cvut.cz)
7) E-mail address for communication with the Department of accommodation services: ubytovani@suz.cvut.cz
8) Technical support of ISKAM: iskam@suz.cvut.cz
9) Office hours of the Department of accommodation services: www.suz.cvut.cz/en/contact

The following appendices form an integral part of this document:
- General Terms of Accommodation – appendix no. 1.

Discussed by the Academic Senate of CTU (resolution no.14-9/2021)
Valid from March 1, 2021

Bc. Michal Vodička, v. r. authorized deputy director of SFA CTU in Prague

doc. RNDr. Vojtěch Petráček, CSc., v. r. Rector of CTU in Prague