

METHODOLOGY OF ACCOMMODATION RESERVATIONS FOR THE ACADEMIC YEAR 2022/2023

A) 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).

- a) **Submit an on-line reservation for accommodation in ISKAM4 at <https://web.suz.cvut.cz/Login> – this applies to students with accommodation.**
- b) **Accommodated graduates of CTU in Prague and those who terminated their accommodation according to the first paragraph A) will make a reservation with the manager of the specific dormitory (conditional to submission of a copy of the university diploma from CTU not more than 5 years, inclusive)**

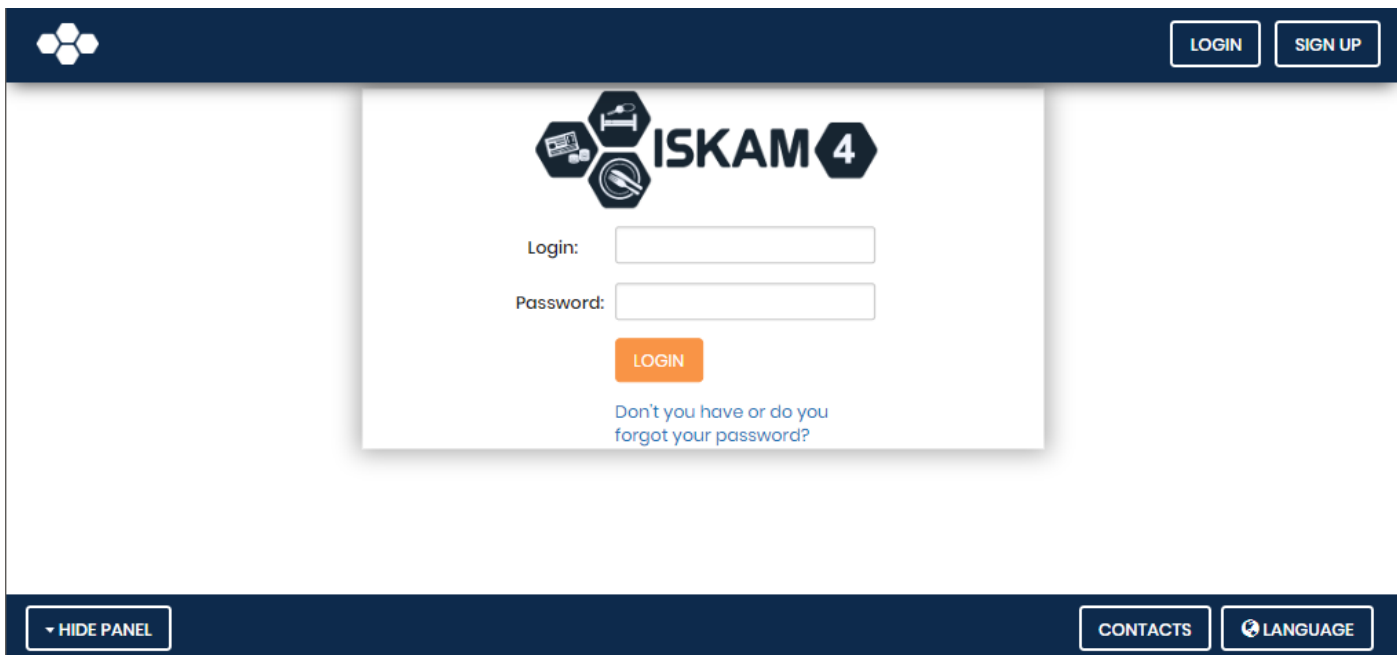
Procedure for submitting a reservation for accommodation for the next academic year 2022/2023 or reservation of long-term accommodation until 31 August 2024 for those specified above:

Reservations are undertaken over the period: 9.5.2022 – 20.6.2022.

Accommodated and de-registered university students and other students (see paragraph A, a) submit a reservation of accommodation at CTU dormitories personally, by logging-in to the web interface at: <https://web.suz.cvut.cz/Login>, graduates of CTU (not more than 5 years, inclusive) submit a reservation to the manager of the specific dormitory.

(example)



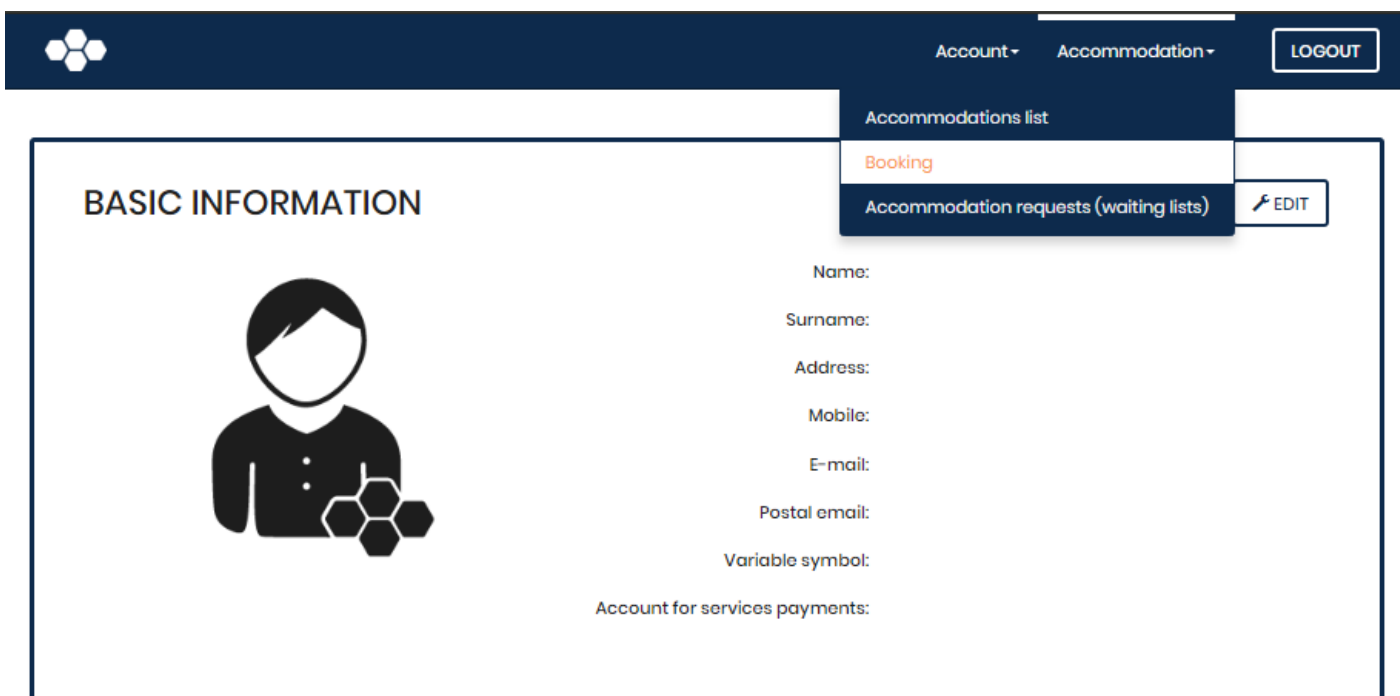


If you have forgotten your log-in password, you can reset your password by clicking on “I do not have a password or have forgotten my password”. Enter the e-mail address you registered and you will be sent an e-mail with a link to reset your password.

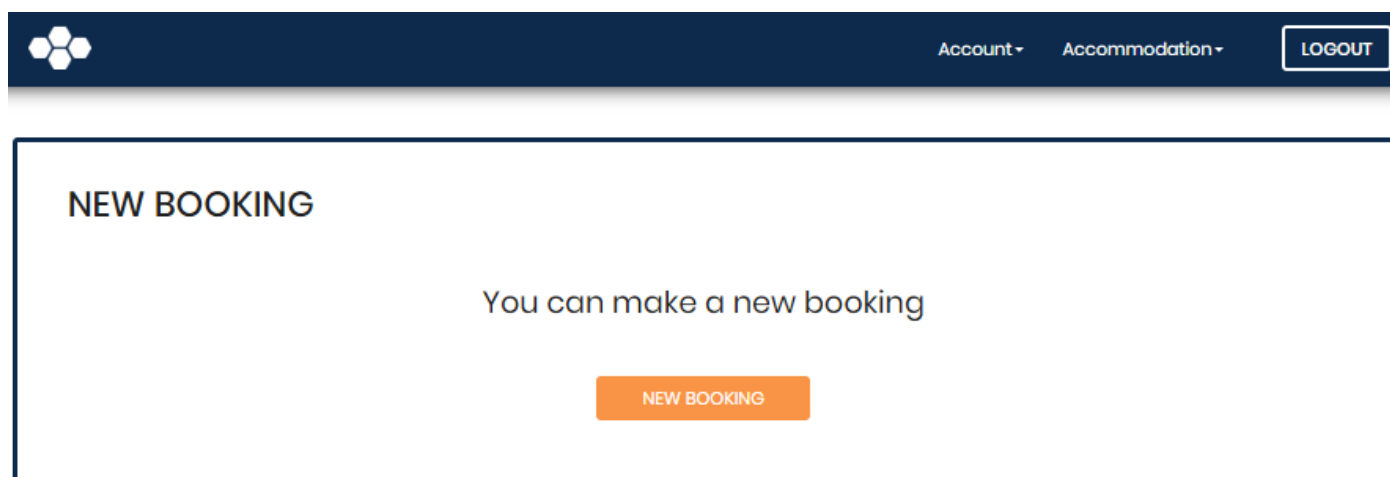
If the password reset e-mail does not arrive, ask your manager to generate a new password.

After logging-in you will go to a webpage with details about your accommodation.

(example)



- Select **BOOK** and you will be able to create a new accommodation reservation (+):



Based on the reservation schedule, you can make reservations as follows:

- 09.05. - 20.05.2022** reservations for those living in the year-round zone who want 2022/2023 year-round or long-term accommodation for the bed they are currently using. If you are currently using a bed which will not fall within the year-round zone during the next AY, you will not be able to reserve your current bed and you will have to choose a place within the following dates.
Year-round reservations will be made for the period from 05.09.2022 to 04.09.2023.
Long-term reservations will be made for the period from 05.09.2022 to 31.08.2024 (only for CTU students to the manager of the specific dormitory).
- 20.05. - 31.05.2022** reservations for those living in a dormitory and who are checked out who want 2022/2023 year-round or long-term accommodation for a different room in the year-round zone within the CTU dormitory system. When making your reservation, you will only be offered as yet unoccupied beds in rooms in the year-round zone.
Year-round reservations will be made for the period from 05.09.2022 to 04.09.2023.
Long-term reservations will be made for the period from 05.09.2022 to 31.08.2024 (only for CTU students to the manager of the specific dormitory).
If you are entitled to a reservation and the web interface does not allow you to create a reservation, please contact the Accommodation Department: ubytovani@cvut.cz
- 31.05. - 10.06.2022** reservations for those living in the zone to the end of the summer semester examination period (until vacation) who want 2022/2023 accommodation until the end of the summer semester examination period (until vacation) for their rooms.
Reservations until the end of the summer semester examination period will be made for the period from 05.09.2022 to 30.06.2023.
- 10.06. - 20.06.2022** reservation for those living in a dormitory and who are checked out who want 2022/2023 accommodation until the end of the summer semester examination period (until vacation) for a different room within the zone to the end of the summer semester examination period (until vacation) within the CTU dormitory system.
Reservations until the end of the summer semester examination period will be made for the period from 05.09.2022 to 30.06.2023.
If you are entitled to a reservation and the web interface does not allow you to create a reservation, please contact the Accommodation Department: ubytovani@cvut.cz

Zones for student accommodation

Dormitory	basement	ground floor	1st floor	2nd floor	3rd floor	4th floor	5th floor	6th floor
Strahov block 2	basem.	X	X	X				X
Strahov block 3	basem.	X	X					X
Strahov block 4	basem.							X
Strahov block 5	X							X
Strahov block 6	basem.							X
Strahov block 7	basem.							X
Strahov block 8	X	X			quarantine / isolation			
Strahov block 9	basem.							X
Strahov block 10	basem.							X
Strahov block 11	X							X
Strahov block 12	X			X	X	X	X	X
Podolí block A	X							X
Podolí block B	X							X
Podolí block C	X							X
Podolí block D	X						X	X
Podolí block E	X	X	X	X			X	X
Podolí block F	X	X						X
Sinkuleho	X							X
Hlávková	X	X	109-115	210-217				X
Orlík	X	X						X
Dejvická			203-205					X
Masarykova	Reservation can be made only in the office of Masarykova dormitory with Mrs. Příhodová and Mrs. Červeňáková							

Legend:

Zone until the end of the exam period* (the end of the accommodation is no later than on the Friday before the start of the summer holidays)

Zone year-round* (for accommodation including summer holidays)

*if the room number is indicated in the color of the zone (green or yellow), the zone only applies to this room

- X the floor does not appear on the dormitory, or not allocated for accommodation reservations
- basem. the currently accommodated student in the basement makes a reservation with the economic manager

Reservations for each of the categories mentioned will always be possible from 12:00 noon on the given day

For technical reasons, there may be a time delay of several minutes between reservations.

If you select NEW RESERVATION, you will be offered dates based on the period in which you make the reservation, either 05.09.2022 to 04.09.2023 or 05.09.2022 until 30.06.2023 (please check):

(example-date must be adjusted according to your requirement)



NEW BOOKING

From:

To:

Block: ▼

[SHOW ROOMS](#)

[Dorm website](#)

Floor	Room number	Price Category	Number of beds	Available	Room attributes
0	11	Strahov ost 2LP	2	1	<input type="button" value="Select"/>
0	12	Strahov ost 2LP	2	2	<input type="button" value="Select"/>

This is followed by SUMMARY. If the reservation is correct, confirm it:



SUMMARY

Dormitory: 06-Strahov

Block: St06

Floor: 0

Room: 12

From: 6/28/2019

To: 9/9/2019

Price per night: 79 Kč

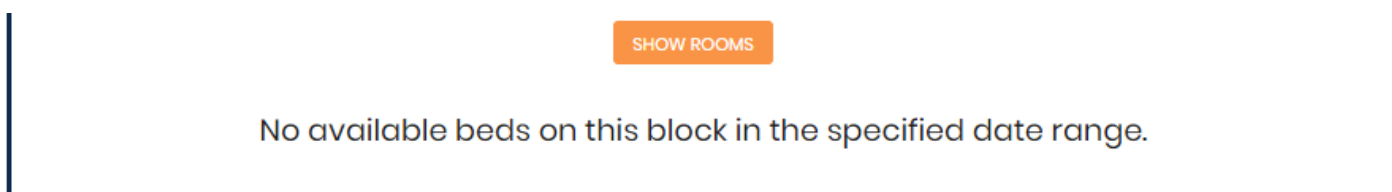
[CONFIRM](#)

If you have any problems with making your online reservation, you can ask the accommodation officer of the respective dormitory to make the reservation for you.

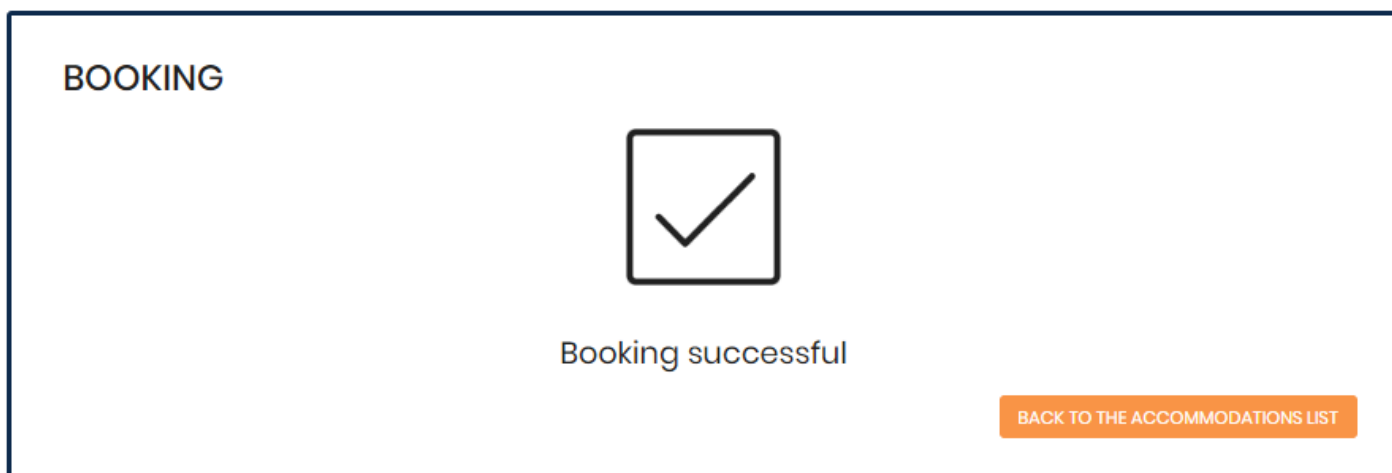
You can only reserve partner accommodation through the accommodation officer of the respective dormitory. The reservation of two-year accommodation until 31.08.2024 can only for CTU students be made through the accommodation officer of the respective dormitory, but if you want to secure a particular room in time you should make an on-line year-round reservation and subsequently ask the accommodation officer to extend it for the entire 2 years.

Depending on the period, you can either simply confirm this reservation for your current bed, or you can choose another room or dormitory by selecting a dormitory after which you will be offered an unreserved place. If you choose a partially occupied room, the name of your roommate will be displayed as well as the selected room and dates after you confirm the selection. During those periods when it is permissible to only reserve accommodation for your own bed, it can happen that the specific room is no longer available for the given type of accommodation. In this event, a screen will be displayed when you choose to book the room informing you that the reservation is not possible:

(example)



If everything is OK, you will be informed that the reservation has been successfully made:



You will subsequently see a row with your current accommodation and also the newly made reservation in the LIST OF ACCOMMODATION:

(example)

Dormitory	Block	Room	Start date	End	Status	Price per night	Detail
Strahov		30	6/28/2019	9/9/2019	Rezervace	Kč	
Strahov		12	9/31/2018	6/27/2019	Ubytování	Kč	

The system is set up such that reservations cannot be changed; as such you cannot confirm your room during the first term and then try to change it in the second round. There is a very pragmatic reason for this approach; if everyone acted in this manner there would be nothing left to exchange.

If you have any technical queries send an e-mail to: iskam@suz.cvut.cz .

For other queries (cancelling an incorrectly entered reservation, changes to reservation dates, etc.), e-mail the Accommodation Department at: ubytovani@cvut.cz .

Watch the site: <https://www.suz.cvut.cz/en>

Read accommodation documents: <https://www.suz.cvut.cz/en/documents>

Frequently asked questions:

1) What username should I use to sign in to the system?

Preferred sign-in methods:

- a) CTU applicants, who have submitted an application to study at the university, may log-in to ISKAM4 using the number and password of their application.
- b) CTU students may log-in to ISKAM4 using their CTU user name and password.
- c) Anyone can log-in using their e-mail address given in ISKAM4 and the ISKAM4 password that they set when registering or through password reset (<https://web.suz.cvut.cz/Login/ResetHesla>).

2) I have forgotten my sign-in password for ISKAM4 for signing in using method b). How can I find it out?

If you have forgotten your log-in password, you can reset your password by clicking on “I do not have a password or have forgotten my password”. Enter the e-mail address you registered and you will be sent an e-mail with a link to reset your password.

If the password reset e-mail does not arrive, ask your manager to generate a new password..

The condition is the verification of your personal data and contact e-mail in the ISKAM4 system.