

# ACCOMMODATION SCENARIO FOR DORMITORIES OF CZU IN PRAGUE for foreign full-time students in the academic year (AY) 2024/2025

Academic year /AY/	APPLICATION FOR ACCOMMODATION	
<b>2024/2025</b>	<u>future students</u> of the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year in Bachelor, Master and Doctoral study programmes	<u>future students</u> of the 1 <sup>st</sup> year in Bachelor, Master and Doctoral study programmes
<b>APPLICATION SUBMISSION AND EVALUATION SCHEDULE</b>		
Deadline for submission of applications	5. 2. – 20. 5. 2024	5. 2. – 11. 8. 2024
<b>1<sup>st</sup> ROUND</b>		
Deadline for submission of applications	do 20. 5. 2024	do 29. 2. 2024
Results of the 1 <sup>st</sup> evaluation round	do 24. 5. 2024	do 5. 3. 2024
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	do 7. 7. 2024	do 17. 3. 2024
<b>2<sup>nd</sup> ROUND</b>		
Deadline for submission of applications	do 20. 5. 2024	do 30. 4. 2024
Results of the 2 <sup>nd</sup> evaluation round	do 12. 7. 2024	do 3. 5. 2024
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	do 28. 7. 2024	do 19. 5. 2024
<b>3<sup>rd</sup> ROUND</b>		
Deadline for submission of applications	-	do 11. 8. 2024
Results of the 3 <sup>rd</sup> evaluation round	-	do 15. 8. 2024
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	-	do 31. 8. 2024
<b>4<sup>th</sup> ROUND</b> (in case of vacant capacity)		
Results of the 4 <sup>th</sup> evaluation round	-	do 10. 9. 2024
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	-	do 16. 9. 2024
<b>5<sup>th</sup> ROUND</b> (in case of vacant capacity)		
Occupation of vacant capacity	od 30. 9. 2024	

## ACCOMMODATION CHECK-IN SCHEDULE

Start of accommodation check-in	od 16. 9.2024
Deadline for accommodation check-in	do 27. 9. 2024
Accommodation in AY	16. 9. 2024 – 27. 6. 2025
Year-round accommodation, i.e. during AY + summer holidays	od 16. 9. 2024 – 12. 9. 2025

### Check-in for accommodation

- To check-in for accommodation, students will report to the office of the head of the specific dormitory where they are accommodated or have secured a reservation, on the day of start of accommodation specified in the application for accommodation;
- Office hours for check-in are on weekdays from 8:00 to 12:00 and from 13:00 to 15:00;
- Check-in outside of the office hours is possible only after prior agreement with the head of the dormitory.
  
- **Upon check-in, students are required to present:**
  - a) Valid passport or ID;
  - b) Confirmation of study valid for the given academic year.

Students will not be accommodated without these requirements!

# ACCOMMODATION APPLICATION PROCEDURE

## 1. Submission of accommodation applications

- Accommodation applications are submitted by applicants admitted to study at CZU or by CZU students within the deadlines specified in the Application submission and evaluation schedule;
- Accommodation applications for the CZU dormitories for every academic year are submitted electronically through the portal <https://iskam.czu.cz>.

## 2. Login to the portal <https://iskam.czu.cz>

- Full-time students and students of exchange programmes (Erasmus, CEEPUS) at CZU use the same login name (e.g., xabcd123) and password as to the University Information System (UIS) - <https://is.czu.cz/auth/?lang=en>;
- Applicants and new students admitted to full-time study at CZU use the login credentials from the Pre-enrollment confirmation for application of study at CZU - <https://is.czu.cz/navratka/?lang=en>;
- Clients who aren't student or applicants for study at CZU will get the login credentials after registration at: <https://iskam.czu.cz/Registrace/registraceCZU>.
- **If you have any problems logging into the system, please write to the email [helpdesk@czu.cz](mailto:helpdesk@czu.cz);**
- **In the case of any problems with submitting an accommodation application, please write to the email [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz).**

## 3. Claiming health grounds in accommodation applications

- If students need to require special accommodation or priority in allocation of accommodation on health grounds, this must be substantiated by a medical report, **no later than on the last day for submitting accommodation applications according to the Accommodation Schedule**;
- Students submit medical reports via email at [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz);
- Requests for accommodation due to health reasons will then be assessed by the accommodation committee.

## 4. Evaluation results of accommodation applications, Preliminary Contract of Accommodation, Room reservation

- Students will be informed about the results of their application for accommodation as follows:
  - After login to the accommodation system <https://iskam.czu.cz/login>;
  - By notification to the email addresses indicated in the application for accommodation (university – login [xabcd123@studenti.czu.cz](mailto:xabcd123@studenti.czu.cz) or correspondence).
- The reservation of a specific room within the assigned dormitory is made electronically via the portal <https://iskam.czu.cz> after a successful evaluation of the application for accommodation;
- **Preliminary Contract of Accommodation** is a document that students can use as a confirmation of provision of accommodation during their visa application;
- The Preliminary Contract of Accommodation will be issued after the successful evaluation of the accommodation application and payment of the reservation deposit;
- The Preliminary Contract of Accommodation will be sent to students by the appropriate Faculty.

## 5. Contract of Accommodation, reservation deposit, reservation fee for later arrival

- The Contract of Accommodation is concluded electronically – after successfully booking the room, student can view the template of the Contract of Accommodation and approve it electronically in the accommodation system <https://iskam.czu.cz>;
- Students are obliged to **pay a reservation deposit** according to the valid Price list, available at [www.kam.czu.cz/en](http://www.kam.czu.cz/en). This fee also serves as a booking fee for the accommodation agreed upon. The Contract of Accommodation is understood as concluded at the moment the reservation deposit is paid;
- Upon check-in for accommodation (taking over the bed), the reservation deposit automatically becomes an accommodation deposit (cash security);

- In case of a request for a later start of accommodation (after the beginning of the academic year), the student is obliged to pay a reservation fee for a booked bed in the monthly amount of CZK 5,000 for each booked month, no later than the deadline for check-in for accommodation. The reservation fee is used to pay the rent for the reserved period from the beginning of the reservation, stipulated in the Preliminary Contract of Accommodation or in the application for accommodation;
- The student is obliged to provide information about the delayed start of accommodation, namely:
  - **Via email to: [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz);**
  - **In writing to the address: CZU Halls of Residence and Refectory, Kamýcká 1283, 165 00 Prague – Suchdol, Czech Republic**
- The Contract of Accommodation stipulates a detailed procedure to be followed in the case a student doesn't check-in for accommodation in the respective dormitory within the prescribed period, and specifies the manner of settlement of the deposits;
- Unless a student provides a reservation deposit by the date specified in the Accommodation Schedule, the Contract will not be concluded and the student's entitlement to be accommodated at a CZU dormitory is forfeited, with his/her accommodation application cancelled.

#### **6. Cancellation of reservation, accommodation application, Contract of Accommodation, refund (settlement) of deposit**

- a) An accommodation application may be cancelled by writing to the email [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz);
- b) If a student who has been allocated accommodation provides a reservation deposit but fails to check-in for accommodation, the cancellation of accommodation must be reported in writing within the deadline for payment of a reservation deposit (inclusive), as per the Accommodation Schedule, whereupon his/her Contract of Accommodation and accommodation application will be cancelled and the cash security refunded in full;
- c) If a student terminates or interrupts study or leaves for a study stay abroad and applies for cancellation of reservation or allocated accommodation, submitting a confirmation of termination or interruption of study or confirmation of study abroad, their reservation deposit will be refunded in full. This confirmation is not required in the case of CZU students whose data regarding the termination or interruption of study are loaded in the information system UIS;
- d) If a student who has been allocated accommodation provides a reservation deposit, fails to check-in for accommodation at the relevant dormitory after the deadline for payment of a reservation deposit by 30.09. of the given year, and applies for cancellation of the Contract of Accommodation in writing in advance to the email [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz), the Contract of Accommodation and accommodation application will be cancelled, and CZU will return to the student the remaining balance of the deposit minus the lump-sum administrative fee of CZK 300.00;
- e) If a student who has been allocated accommodation fails to check-in for accommodation and to apply for cancellation of the Contract of Accommodation following the procedure delineated in the previous paragraphs, or fails to apply for deferral of check-in for accommodation by writing to the email [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz) by 30.09., he/she is obliged to pay the dormitory fee for the whole subsequent month.
- f) The refund of the reservation deposit according to the previous points will be made by bank transfer to the student's bank account.

#### **7. Information on payment methods and pricelists**

- Go to <https://www.kam.czu.cz/en/r-10442-documents-and-forms> → **Prices and Contracts.**

#### **8. Students who have not been provided accommodation**

- A decision not accepting the student for accommodation may be appealed against by the student with the accommodation committee by electronic mail to [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz) - within no later than 15 days after results of evaluation of reservations and accommodation applications are disclosed;
- Students who have not been provided accommodation from the beginning of the given academic year and still wish to be provided accommodation later contact [ubytovani@kam.czu.cz](mailto:ubytovani@kam.czu.cz).

# ACCOMMODATION CRITERIA FOR INTERNATIONAL CZU STUDENTS

Accommodation applications filed by students are evaluated according to CZU criteria. These criteria were developed together with student representatives (Dormitory council), management of the Halls of Residence and Refectory and management of CZU.

## A. Main accommodation criteria for CZU dormitories

The point-based evaluation system is subject to:

### 1. Consideration of health conditions

- on the basis of assessment by the accommodation committee;
- bonus points for recognized health grounds = 100 points.

### 2. Year completion

- students will receive bonus (bonus points) for every commenced year;
- the applicant (admitted student to the 1<sup>st</sup> year) receives bonification for the given study program;

Bonification	Points
Distance range of residence outside CZ	1500
<b>Applicants - newly admitted students</b>	
Bachelor study programmes	300
Master study programmes	400
Doctoral study programmes	500
<b>For completed years of study</b>	
1 <sup>st</sup> year	30
2 <sup>nd</sup> year	60
3 <sup>rd</sup> year	90
4 <sup>th</sup> year	120
Doctoral students	250
<b>Funding source</b>	
Holders of Czech government scholarship	500

### 3. International students - accommodation capacity

The share of international students accommodated in dormitories on the CZU campus in Prague - Suchbátka can be a maximum of 30% of the total current accommodation capacity of CZU dormitories in Prague – Suchbátka. International students will be evaluated individually within the above share and placed in the waiting list according to the respective CZU study programme as follows:

#### a) International students of CZU study programmes accredited in a foreign language

- Holders of the Czech government scholarship** will be provided accommodation preferentially only in the case such procedure is **set forth** in a contract signed between CZU and the Ministry of Education, Youth and Sports;
- Students that begin to study in the first year of CZU doctoral study programmes accredited in a foreign language** are guaranteed accommodation under the terms and conditions laid down in the Accommodation Scenario (see Section B para. 2 Other accommodation criteria);
- Students who come in the framework of bilateral and multilateral contracts** will be provided accommodation preferentially only if such procedure is **set forth** in a contract signed between CZU and the relevant foreign institute.

- b) **International students who study in a CZU study programme accredited in the Czech language will be placed after foreign students of CZU programmes in a foreign language, up to the maximum capacity determined for foreign students.**

## **B. Other accommodation criteria**

### **1. Preparatory courses**

- Students of preparatory courses will be provided accommodation in the case of vacant capacity only after students' check-in for accommodation is completed in due form, in the fifth round.

### **2. Doctoral students /DSP/**

- Students who start to study in the first year of doctoral study programmes are guaranteed accommodation in the first year, under the terms and conditions laid down in the Accommodation Scenario;
- However, doctoral students are obliged to submit an accommodation application for every academic year;
- Doctoral students with permanent residence in Prague will not be provided accommodation.

### **3. Individual study plan (ISP) – grounds related to study results**

- Application will be evaluated only after due check-in for accommodation by students who fulfilled accommodation criteria, i.e. in the fifth round;
- Application may be evaluated satisfactorily in the case of vacant capacity;
- Students will be informed of the evaluation result by email indicated in the application.

### **4. Individual study plan – other grounds**

- Students who have an individual study plan (ISP) approved for grounds different from those related to study results (student's permanent health incapacity, long-term disease, scheduled internship abroad, etc.) will be evaluated in the same manner as other applicants;
- Such cases as a year repetition for grounds related to study results cannot be solved by this procedure.

### **5. Interruption of study**

- Accommodation applications of students who have interrupted their studies on any grounds and are not accommodated at the dormitory will be rejected;
- Students who have interrupted their studies on any grounds and are accommodated at the dormitory must move out in line with the applicable terms and conditions stipulated in the Contract of Accommodation;

### **6. Year repetition, studying at another higher education institution, repeated admission procedure, trips within exchange programmes**

- If a student's accommodation application is satisfied and his/her study changes after the evaluation of the waiting list, **he/she is obliged to report the change within 5 working days** at the latest by email or by writing to the Head of the dormitory where the student is to be provided accommodation;
- The evaluation procedure of the application will be as follows:
  - a. The application will be indicated as unresolved, the student will not be provided accommodation;

- b. The application will be evaluated only after due check-in for accommodation by students who fulfilled accommodation criteria. The application may be evaluated satisfactorily in the case of vacant capacity. The student will be informed of the evaluation result by email indicated in the application;
- c. If a student is provided accommodation and a change of the student's situation is discovered during the accommodation period, the procedure will be as follows:
  - i. in the case of full occupancy, **the student will be excluded from accommodation;**
  - ii. in the case of vacant capacity, the student will be **penalized by a 50% surcharge added to the dormitory fee to be paid until another change of the study situation occurs.**

- The foregoing does not apply to parallel studies at two Faculties.

#### **7. Changes of personal or study data, false data**

- Any changes or additional data submitted after the deadline for filing of applications will be disregarded;
- Applications will be dismissed if any false information, relating especially to the place of residence, is found.

#### **8. A breach of provisions of the Contract of Accommodation and other internal regulations during accommodation**

- The Heads of dormitories where students stayed in the previous period give their opinion as to individual applications;
- In the event of repeated breaches of provisions of the Contract of Accommodation and the Dormitory Rules and other internal regulations posted on [www.kam.czu.cz](http://www.kam.czu.cz) (payment of dormitory fees, failure to comply with hygiene and order rules), the given student's application will be penalized by deducting 1,000 points.

#### **9. Study at several schools, filing of more than one accommodation applications**

- If a student has been admitted to study at more schools, and filed accommodation applications with all of them, several of which applications were disposed of satisfactorily, he/she must use one dormitory only, cancelling the other accommodation options provided;
- Failing that, the student's conduct will be perceived as highly immoral and he/she will be excluded from accommodation at CZU dormitory.

#### **10. Individually evaluated applications:**

- Accommodation applications claiming grounds that exceed the framework of the established rules;
- Both-parent orphaned students, after submitting the appropriate documents, irrespective of the commuting time (this does not apply to students with a permanent residence in Prague) will be provided accommodation upon fulfilment of the deadlines provided in the Accommodation Scenario/Accommodation Schedule;
- Students who have serious health or social grounds.

#### **11. Combined (distant) form of study**

- Students of a combined form of study will not be included in the accommodation waiting list;
- On days when lectures and seminars are held, these students can use accommodation in hotel rooms for prices stated in the hotel accommodation pricelist.

#### **12. Obligation to meet the deadline for filing accommodation applications**

- Accommodation applications must be filed by the deadline and in the manner as specified in the Accommodation Scenario/Accommodation Schedule;

- **An accommodation application filed after the deadline for submitting applications** according to the Accommodation Scenario (including foreign and both-parent orphaned students and DSP) **will be indicated as “in process”**;
- The application will be evaluated only after completion of other students’ due check-in for accommodation, and the application may be evaluated satisfactorily in the case of vacant capacity.

### **13. Checks of performance of accommodated students’ study results**

- If a study situation of a student accommodated at CZU dormitory changes during the academic year, **the student is obliged to report this change** to the Head of the dormitory where he/she is accommodated, immediately but **no later than within 7 days of the day of the change**;
- The Dormitories and Refectories will check on a monthly basis whether any study situations have changed;
- Having identified any changes in an accommodated student’s situation, the Dormitories and Refectories will proceed in conformity with terms and conditions for students’ accommodation at CZU dormitories, set forth in the Contract of Accommodation or the Accommodation Scenario for the respective academic year.

This Accommodation scenario for dormitories of CZU in Prague for international full-time students in the academic year (AY) 2024/2025 was prepared by Ing. Mgr. Jiří Macoun, director of the CZU Halls of Residence and Refectory.