

ACCOMMODATION SCENARIO FOR CZU HALLS OF RESIDENCE for full-time students in the academic year (AY) 2025/2026

Academic year (AY)	APPLICATION FOR ACCOMMODATION	
2025/2026	<u>future students</u> of the 2 nd , 3 rd and 4 th year in Bachelor, Master and Doctoral study programmes and 1 st year international students	<u>future Czech students</u> of the 1 st year in Bachelor, Master and Doctoral study programmes
APPLICATION SUBMISSION AND EVALUATION SCHEDULE		
Deadline for submission of applications	1.5.2025 – 22.6.2025	1.5.2025 – 31.7.2025
Regular evaluation of applications		
Results of the evaluation of applications	30.6.2025	7.8.2025
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	by 6.7.2025	by 17.8.2025
Additional evaluation of applications (in case of vacant capacity)		
Ongoing evaluation of applications (on a weekly basis)	7.7.2025 – 26.9.2025	18.8.2025 – 26.9.2025
Room reservation (after successful result) Contract of accommodation approval Payment of the reservation deposit	within 7 days from the successful application result	
Occupation of vacant capacity (in case of vacant capacity)	by 29.9.2025	

ACCOMMODATION CHECK-IN SCHEDULE

Start of accommodation check-in	from 15.9.2025
Deadline for accommodation check-in	till 28.9.2025
Accommodation in AY	15.9.2025 – 30.6.2026*
Year-round accommodation, i.e. during AY + summer holidays	15.9.2025 – 4.9.2026*

* In the academic year 2025/2026, accommodation at the JIH dormitory will be available only until 12.6.2026.

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.

In case the **Central Reception** will be open on the day of check-in (will be announced at the KaM CZU website – www.kam.czu.cz/en), the check-in instructions are as follows:

- To check-in for accommodation, students will report to the Central reception, on the day of start of accommodation specified in the application for accommodation;
- Office hours for check-in are from 8:00 till 12:00 and from 13:00 till 18:00. Check-in outside of the office hours is possible only after prior agreement with the accommodation office.

Upon check-in, students are always 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> -> menu „Accommodation“-> „Accommodation requests (waiting lists)“.

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-enrolment 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;**
- **In the case of any problems with submitting an accommodation application, please write to the email ubytovani@kam.czu.cz.**

3. Applications for accommodation of students with special needs

- If a student with special needs requests special accommodation or priority for accommodation, the student must check the box "Special Needs" on the accommodation request form;
- Subsequently, the student contacts the **Office for Students with Special Needs** (dále jen OSSN - <https://cps.czu.cz/en/r-20643-comprehensive-counselling-system-at-czu/r-20645-office-for-students-with-special-needs>) and provides a recommendation for accommodation from OSSN **no later than the last day of submitting an application for accommodation according to the Accommodation Schedule**;
- Students submit this recommendation via email at ubytovani@kam.czu.cz;

4. Evaluation results of accommodation applications and 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 abcd123@studenti.czu.cz or personal email address)
- The evaluation of the application will change its status in the ISKAM system:
 - In case of a successful evaluation, the status of the application will change to **Approved**;
 - For applications that remain in **Approval in progress** status, there was insufficient bed capacity and they remain on the waiting list for Additional Evaluation;
 - If the application rules are not followed, the application status will be changed to **Refused** (see the **OTHER RULES FOR APPLICATION AND EVALUATION OF APPLICATION AND ACCOMMODATION** section).
- 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;
- After the end of the regular evaluation of applications, in the event of capacity availability, an additional evaluation of applications submitted within the regular deadline will take place once a week, starting on the date set out in the Schedule for the submission and evaluation of applications.

5. Payment of the booking deposit and conclusion of the Accommodation Contract

- The Contract of Accommodation is concluded electronically – after successfully booking the room, student can view the template of the Contract of Accommodation;

- Students are obliged to **pay a booking deposit** according to the valid Price list, available at www.kam.czu.cz/en. This fee also serves as a booking fee for the accommodation agreed upon;
- After paying the booking deposit, the student is required to electronically confirm the Accommodation Contract at www.kam.czu.cz/en;
- Upon payment of the booking deposit, the Accommodation Contract is deemed effective and becomes valid upon electronic confirmation;
- Upon check-in for accommodation (taking over the bed), the booking deposit automatically becomes an accommodation deposit (cash security);
- If the student does not pay the booking deposit by the deadline specified in the accommodation schedule, the contract is not concluded, and the student loses the right to accommodation at the CZU dormitory and the application for accommodation is rejected.

6. Postponement of the arrival of accommodation

- 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 inform about the delayed start of accommodation** via email to: ubytovani@kam.czu.cz;
- The exact procedure in case of failure to check in to the respective dormitory on time and the method of settlement of the reservation deposit is specified in the Accommodation Contract (available at <http://https://www.kam.czu.cz/cs/r-8588-dokumenty-a-formulare>).

7. Cancellation of reservation, accommodation application, Contract of Accommodation and refund (settlement) of deposit

- a) An accommodation application may be cancelled by writing to the email ubytovani@kam.czu.cz;
- b) In the event of loss of interest in accommodation, the student shall notify in writing of the cancellation without undue delay.
- c) If a student has paid booking deposit and gives written notice of cancellation of the accommodation by the booking deposit payment deadline (inclusive), as per the Accommodation Schedule, their Accommodation Contract and application for accommodation will be cancelled and the booking deposit refunded in full;
- d) If the student with paid booking deposit does not check-in to the accommodation after the booking deposit payment deadline until the date of the agreed check-in and requests cancellation of the Accommodation Contract in advance by emailing ubytovani@kam.czu.cz, the Accommodation Contract and the application for accommodation will be cancelled and the student will be refunded the remaining part of the booking deposit after deduction of an administrative fee of CZK 300;
- e) If the student with paid booking deposit does not check-in to the accommodation and does not request cancellation of the Accommodation Contract according to the previous paragraphs or does not request a postponement of the start of accommodation by the agreed date of arrival to the email ubytovani@kam.czu.cz, the Accommodation Contract will be cancelled and the remaining part of the booking deposit after deducting the price for accommodation for 1 month (30 days).
- f) Refund of the booking deposit according to the previous points is possible by bank transfer to the student's bank account or through a payment gateway if the deposit has been paid in this way (maximum 180 days after payment).

8. Information on payment methods and pricelists

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

ACCOMMODATION CRITERIA FOR CZU STUDENTS

Evaluation of applications for accommodation is carried out according to the CZU criteria.

A. Criteria for accommodation of Czech students at the CZU dormitories

Applications will be registered and evaluated according to the date and time of submission and residence distance points until capacity is exhausted.

The threshold for a successful evaluation of an application is set at 500 residence distance points. If the accommodation capacity is not met, this threshold will be gradually reduced by 50 points each time until the capacity is exhausted.

Rules for determining residence distance:

- a. Connections are searched using electronic timetables ABUS (bus connections), IDOS (train connections) and MHD Praha, supplied by CHAPS s.r.o;
- b. Residence distance is determined by the time spent travelling from the place of permanent residence identified by postcode to Prague – Suchbát. The shortest connection by train or bus or a combined connection on a weekday between 6:00 a.m. and 8:00 a.m. shall be considered. The total time includes time for transfers on public transport and within public transport;
- c. For localities where there is no bus or train connection and it is necessary to walk to the nearest train or bus connection to another locality, 30 minutes is added to the basic commuting time.

For applications of first-year students, the evaluation of applications from first-year students of doctoral study programmes at the CZU who have guaranteed accommodation in the first year will be given priority, provided that the deadline and rules for submitting the application are met. Applications of other students will be subsequently evaluated according to the above criteria.

B. Criteria for accommodation of foreign students at the CZU dormitories

Applications will be registered and evaluated according to date and time of submission until capacity is exhausted.

International students – bed capacity:

The share of international students accommodated in the dormitories on the campus of the CZU in Prague - Suchbát can be a maximum of 30% of the total current accommodation capacity of the dormitories of the CZU in Prague - Suchbát.

International students will be considered separately within the above-mentioned proportion and ranked according to the study programme studied at the CZU as follows:

- **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** 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;
- **Other full-time international students.**

OTHER CRITERIA FOR SUBMISSION AND EVALUATION OF APPLICATION FOR ACCOMMODATION

1. Obligation to meet the deadline for applying for accommodation

- Application for accommodation must be submitted by the date and in the manner set out in the Accommodation Scenario / Schedule;
- **Accommodation applications submitted after the application deadlines** set out in the Application Submission and Evaluation Schedule **will be marked as *Refused*** and may not be reconsidered until after the regular student accommodation check-in deadline and, in the case of available beds, may be evaluated favourably.

2. Change of study status (interruption or termination)

- Requests for accommodation from applicants who are not students will be refused;
- Applicants who have already been admitted to study but have not yet been enrolled are also considered to be students under the previous point;
- If there is a change in study status after the application has been submitted, the applicant must notify the accommodation office by email to ubytovani@kam.czu.cz within 5 working days and the procedure for evaluating the application will be as follows:
 - a. The application will be marked as *Refused* and the applicant will not be accommodated;
 - b. The application may not be considered until after the regular check-in deadline for students who have met the accommodation criteria. In the event of vacant beds, the application may be evaluated successfully. The applicant will be informed of the outcome of the assessment by email as specified in the application;
- If a student is accommodated and a change in the student's status is identified during accommodation, the procedure will be as follows:
 - a. in the event of full occupancy, the student will be **excluded from the accommodation**;
 - b. in the case of vacant beds, the student will be **penalized in the form of a 25% increase in the accommodation price until the next change of student status or the end of the accommodation contract**;
- This does not apply to parallel studies of two faculties.

3. Changes in 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 refused if any false information, relating especially to the place of residence and study status, is found.

4. Checking the fulfilment of study results of accommodated students

- If during the academic year there is a change in the study status of a student accommodated in the dormitories of the CZU, **the student is obliged to report this change immediately, but no later than within 5 working days from the date of the change** to the accommodation office;
- KaM will check at monthly intervals to see if there has been any change in the status of the study;
- If KaM detects changes in the study status of the accommodated student, it will proceed according to the conditions for student accommodation in the CZU dormitories set out in the Accommodation Contract and the Accommodation Scenario for the given academic year.

5. A breach of provisions of the Contract of Accommodation and other internal regulations during accommodation

- 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 (payment of dormitory fees, failure to comply with hygiene and order rules), the application will be marked as *Refused* and may not be

reconsidered until after the regular student accommodation check-in deadline and, in the case of available beds, may be evaluated favourably.

6. Distant form of study

- Applications of distant students will be marked as *Refused* and may not be reconsidered until after the regular student accommodation check-in deadline and, in the case of available beds, may be evaluated favourably;
- On days when lectures and seminars are held, distant students can use accommodation in hotel rooms for prices stated in the hotel accommodation pricelist.

7. Students of other universities

- Applications of students of other universities will be marked as *Refused* and may not be reconsidered until after the regular student accommodation check-in deadline and, in the case of available beds, may be evaluated favourably.

8. Unsuccessful accommodation applicants

- A student may appeal against the decision to reject an application to the Accommodation Committee via e-mail to ubytovani@kam.czu.cz – no later than 7 days from the date of publication of the results of the evaluation of accommodation applications;
- Students who have not been accommodated since the beginning of the academic year and are interested in later accommodation should contact ubytovani@kam.czu.cz.

This Accommodation scenario for CZU Halls of Residence for full-time students in the academic year (AY) 2025/2026 is presented by Ing. Mgr. Jiří Macoun, director of the CZU Halls of Residence and Refectory.