

ACCOMMODATION SCENARIO FOR CZU DORMITORIES for full-time students in the academic year (AY) 2026/2027

Academic year (AY)	APPLICATION FOR ACCOMMODATION	
2026/2027	<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	4.5.2026 – 20.9.2026	4.5.2026 – 20.9.2026
Regular evaluation of applications		
Results of the evaluation of applications	2.6.2026	4.8.2026
Payment of the booking deposit	by 14.6.2026	by 16.8.2026
Additional evaluation of applications (in case of vacant capacity)		
Ongoing evaluation of applications (on a weekly basis)	16.6.2026 – 22.9.2026	18.8.2026 – 22.9.2026
Payment of the reservation deposit	within 7 days from the successful application result	
Arrival date selection, room booking, and confirming the electronic contract (after positive evaluation)		
17.8.2026 (14:00) – 31.8.2026		
<p>Students who were accommodated in dormitories in the previous academic year or are accommodated in dormitories at the time of submitting their application will have their preferred room set when submitting their application, and if their application is approved, a reservation for this room will be created automatically. The preferred room setting can be checked in the submitted accommodation application.</p> <p>Approved applications without a selected room will have a specific room automatically reserved within the assigned dormitory after August 31, 2026.</p>		
Applications after deadline		
<p>To submit an application for accommodation and inquire about available capacity after the deadline for accepting applications specified in the APPLICATION SUBMISSION AND EVALUATION SCHEDULE, please contact the Accommodation Office exclusively via email at ubytovani@kam.czu.cz. These applications will be evaluated individually depending on available capacity.</p>		

ACCOMMODATION CHECK-IN SCHEDULE

Dates for regular check-in (accommodation is charged from the selected date)	14.9.2026 – 18.9.2026 21.9.2026 – 25.9.2026
Accommodation in AY	14.9.2026 – 30.6.2027
Year-round accommodation, i.e. during AY + summer holidays	14.9.2026 – 3.9.2027

Check-in for accommodation

BCD and JIH dormitories:

- 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.

A and EFG dormitories:

- 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 18:00. Check-in outside of the office hours is possible only after prior agreement with the accommodation office.

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!

Important documents

Rules, price lists, and a sample accommodation contract can be found at <https://www.kam.czu.cz/en/r-10442-documents-and-forms>.

ACCOMMODATION APPLICATION PROCEDURE

1. Submission of accommodation applications

- By submitting an application for accommodation, the applicant confirms that they have read this and other important documents available at <https://www.kam.czu.cz/en/r-10442-documents-and-forms>;
- 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)“;
- When submitting an application, the student selects their preferred dormitory, alternative dormitory, planned move-in date, and end date of accommodation;
- The application is submitted by pressing the "SUBMIT APPLICATION" button. If the application is successfully submitted, a pop-up window will appear saying "Application successfully submitted" and a confirmation email will be sent to the email address indicated in the ISKAM account.

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/regitraceCZU>.
- **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

- Students with specific needs are defined as persons with physical disabilities, visual or hearing impairments, autism spectrum disorders, or serious mental or chronic somatic illnesses according to the categories defined in the document Rules for the Provision of Contributions and Subsidies to Public Universities by the Ministry of Education, Youth, and Sports, published on the Ministry's website for the current calendar year.
- If a student with specific needs requires special accommodation or priority in accommodation, they should contact the Accommodation Office by email at ubytovani@kam.czu.cz. They should include their first and last name + "Specific needs" in the email subject line;
- Applications for accommodation for students with specific needs will be evaluated individually within the deadlines specified in the APPLICATION SUBMISSION AND EVALUATION SCHEDULE;
- For the results of the evaluation, see point **4. Evaluation results of accommodation applications and room reservation.**

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 xabcd123@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**;
 - Applications in **Approval in progress** status remain on the waiting list for *Additional Evaluation*;

- For applications whose status changes to **Rejected**, there was insufficient bed capacity available. If capacity becomes available, the status of the application will be changed to **Approval in progress** for *Additional Evaluation*;
- If the application rules are not followed, the application status will be changed to **Rejected** (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 according to APPLICATION SUBMISSION AND EVALUATION SCHEDULE;
- 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 APPLICATION SUBMISSION AND EVALUATION SCHEDULE.

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

- Students are obliged to **pay a booking deposit** according to the valid Price list, available at www.kam.czu.cz/en;
- The Contract of Accommodation is concluded electronically – after successfully booking the room, student can view the template of the Contract of Accommodation;
- 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 status will be changed to **Rejected**.

6. **Change of arrival date**

- If a student requests a change of arrival date after confirming the electronic contract, they are required to contact the Accommodation Office by email at ubytovani@kam.czu.cz no later than the last day before the currently agreed arrival date;
- If the new requested date of arrival falls within the regular arrival dates specified in the ACCOMMODATION CHECK-IN SCHEDULE, the change is possible without a reservation fee;
- If the new requested date of arrival is after the end of the regular arrival dates specified in the ACCOMMODATION CHECK-IN SCHEDULE, the student is required to pay a reservation fee for the reserved bed in the amount of CZK 5,000 for each month of postponement of arrival, no later than the agreed date of arrival specified in the Accommodation Contract;
- By paying the reservation fee, the student has the option to move into the accommodation no later than the last day of the following month. The reservation fee will be included in the price of accommodation for the month of arrival according to the valid Price List of Accommodation and Services, available at www.kam.czu.cz. The difference between the price of accommodation and the reservation fee will be paid by the student after arrival;
- The reservation fee is non-refundable
- The exact procedure in the event of failure to move into the relevant dormitory on the agreed date of arrival and the method of settling the reservation deposit are specified in point **7. Cancellation of reservation, accommodation application, Contract of Accommodation and refund (settlement) of deposit.**

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 requests a cancellation of the accommodation application by the booking deposit payment deadline (inclusive), as per the Accommodation Schedule, their application for accommodation will be cancelled free of charge;
- d) If a student requests cancellation of their accommodation application after paying the reservation deposit, but no later than the agreed date of arrival, the Accommodation Contract and accommodation application will be canceled and CZU will refund the remaining amount of the booking deposit to the student after deducting an administrative fee of CZK 300;
- e) If the student has paid the reservation deposit but does not move into the accommodation and does not request a postponement of the start of accommodation or cancellation of the Accommodation Contract in accordance with the previous paragraph, the Accommodation Contract will be canceled and CZU will refund 50 % of the reservation deposit to the student;
- 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).

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. In the event that 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 – Suchdol. 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 taken into account. 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.

Applications from students of doctoral study programs at CZU will be evaluated on a priority basis, provided that the deadline and rules for submission are met. Applications from other students will then be 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 - Suchdol can be a maximum of 30% of the total current accommodation capacity of the dormitories of the CZU in Prague - Suchdol.

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 of CZU doctoral study programmes** , provided they meet the deadline and rules for submitting their application;
- **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. Change of study status (interruption or termination)

- Applications for accommodation from applicants who are not students will be **Rejected**;
- 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 (**interruption or termination**) after the application has been submitted, **the applicant must notify the accommodation office** by email to ubytovani@kam.czu.cz **within 5 working days**. The application status will be changed to **Rejected** and the applicant will not be accommodated. In the event of regaining student status and free capacity, the application may be renewed upon submission of confirmation of study/admission to study;
- If there is a change in the study status of a student accommodated in CZU dormitories during the academic year, **the student is obliged to report this change immediately, but no later than 5 working days from the date of the change**, to the Accommodation Office. 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.

2. Checking the fulfilment of study results of accommodated students

- 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.

3. Changes in personal data (residence address), false information

- Changes or additional information (mainly concerning the residence address) submitted after the evaluation of applications will not be taken into account;
- If false information is found in an accommodation application, especially concerning residence and study status, the application will be marked as **Rejected**.

4. 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, etc.), the application status will be changed to **Rejected** and the application may be re-evaluated only after the regular student accommodation check-in deadline and, in the case of available beds.

5. Distant form of study

- The status of applications of distant students will be changed to **Rejected**. In case of continued interest in accommodation after the end of the regular check-in deadline, please proceed as described in the section *Applications after deadline* in the APPLICATION SUBMISSION AND EVALUATION SCHEDULE;
- On days when lectures and seminars are held, distant students can use accommodation in hotel rooms for prices stated in the hotel accommodation pricelist, available at www.kam.czu.cz/en.

6. Exchange students (e.g., Erasmus) and interns

- Exchange students and interns do not apply for accommodation and should contact the relevant international relations department (at the faculty or rector's office) for accommodation options during their exchange stay at the university.

7. Students of other universities

- The status of applications of distant students will be changed to **Rejected**. In case of continued interest in accommodation after the end of the regular check-in deadline, please proceed as described in the section *Applications after deadline* in the APPLICATION SUBMISSION AND EVALUATION SCHEDULE;

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;
- In case of continued interest in accommodation after the end of the regular check-in deadline, please proceed as described in the section *Applications after deadline* in the APPLICATION SUBMISSION AND EVALUATION SCHEDULE;

This Accommodation scenario for CZU Halls of Residence for full-time students in the academic year (AY) 2026/2027 was presented by Ing. Mgr. Jiří Macoun, director of the CZU Halls of Residence and Refectory.