

# University of Chemistry and Technology in Prague

Designation	<b>Directive No. A/V/961/5/2018</b>
Subject	<b>Rules for accommodation of university students in Halls of Residence of UCT Prague in 2018 summer season and in the academic year of 2018/2019</b>
Applies to:	whole school
Effective from:	1. 3. 2018
Effective to:	30. 6. 2019
Revision	-
Cancels:	-
Prepared by:	Administration of University Facilities - 712
Released by	prof. Ing. Karel Melzoch, CSc.

## **I. Accommodation of students in summer period of 2018**

- a) student summer accommodation means:
  - accommodation of students with subsequent accommodation contract from 29. 6. 2018 till the start of academic year 2018/19,
  - accommodation of other students in the period from 29. 6. 2018 to 3. 9. 2018,
- b) for summer accommodation of students in the year of 2018, there apply prices of current accommodation fees, (supposing that the accommodation lasts uninterrupted for at least 30 calendar days or the document confirming the practice attendance by the school is presented). For all other cases, the price shall be a 1.2 multiple of the current accommodation fee,
- c) **the application form for student summer accommodation** will be placed on the website [www.vscht.cz/suz](http://www.vscht.cz/suz) **from 2. 5. 2018 and it is to be filled in and delivered to the Management Department of Administration of University Facilities (AUF) by 1. 6. 2018 at the latest.** The applications delivered after this date will be settled individually depending on the accommodation capacity available,
- d) if the application relates to the summer accommodation of UCT Prague students, which will not be paid directly by the student (specialised practice, internship etc.), then the application form has to contain also the number of the account from which the accommodation will be paid as well as the accommodation term and acknowledgement or confirmation by the relevant department - payer,
- e) assessment of applications and **information concerning the assignment of Residence Hall vacancies** for student summer accommodation will be published on [www.vscht.cz/suz](http://www.vscht.cz/suz) **starting from 6. 6. 2018,**
- f) summer accommodation contracts will be signed in the relevant Residence Hall on the day of the accommodation start,

- g) the students finishing their 3rd year of the bachelor studies with submitted applications for consecutive Master studies as well as the students finishing their Master degree and applying for PhD studies (i.e. those who have only lost the student status temporarily), are considered as regular students.

## **II. Accommodation of students in the academic year of 2018/2019**

### **1) Time schedule of application processing and conditions for Residence Hall accommodation assignment in the academic year of 2018/2019**

- a) for students of UCT Prague accommodated in the academic year of 2017/2018:
- accommodation applications have to be electronically submitted directly in our booking system ISKAM on [www.ubytovani.vscht.cz](http://www.ubytovani.vscht.cz) in the period **from 2. 4. 2018 to 27. 4. 2018**,
  - evaluation of applications shall be published on [www.vscht.cz/suz](http://www.vscht.cz/suz) **on 4. 5. 2018**.
  - **in the period of 4. 5. – 17. 5. 2018**, booking is preferably to be made by the students requiring to stay accommodated in their current rooms during the following academic year,
  - **in the period of 18. 5. to 30. 5. 2018**, booking should be made by the students requiring to change their room rather than to stay in their present location during the following academic year,
  - **in the period of 4. 5. – 17. 5. 2018**, applications for one-bed rooms and accommodation of couples are to be settled individually. Students interested in these options need to come in person to the Management Department of AUF.
  - accommodation contracts are to be picked up and signed on the check-in day (on or after the day when the new contract becomes effective) in the relevant Residence Hall,
- b) **1st year students:**
- 1st year students will be delivered an AUF's information letter by a relevant dean's office together with the notification about their acceptance to studies at UCT Prague,
  - **accommodation applications** have to be electronically submitted directly into our booking system ISKAM on [www.ubytovani.vscht.cz](http://www.ubytovani.vscht.cz) in the period from **2. 7. to 31. 7. 2018** at the latest. Special cases may also be dealt with in a written form or personally at the Management Department of AUF,
  - **a necessary prerequisite for the Accommodation applications of new students to be processed is the payment of a non-refundable administration fee of 400,- CZK** (account number: 156 290 139/0300, the variable symbol consists of the birth number or personal ID number). The payment may be realised either by bank transfer or online via the payment gate GoPay directly in the ISKAM booking system during 5 days following after the application was submitted. If this fee is not paid for, the related application will be considered invalid and will be discarded,
  - **assessment results of applications delivered by 31. 7. 2018** and information on the date of the check-in in the Residence Halls will be published on [www.vscht.cz/suz](http://www.vscht.cz/suz) from **6. 8. 2018**; the accommodation assignment is binding for AUF since the day when a student was accepted into his/her study programme,
  - **accommodation assignment becomes binding for the AUF at the moment of the student's enrolment into the study programme**,
  - applications (including the administration fee) delivered after the date specified above will be evaluated in accordance with the criteria for bed assignment as the applications delivered after the deadline. Their assessment will be carried out after the enrolment to all faculties is finished,

- accommodation certificates are to be picked up in the AUF Management department in the Sázava Residence Hall during the check-in day – accommodation contracts are to be signed in the assigned Residence Hall when a student registers there.
- when registering at the residence hall, new applicants may be asked to present the encashment permission issued by the relevant bank (this may also be substituted by a Declaration of Honour made by applicants confirming that the encashment has been enabled and stating the specific account number this applies to),
- accommodation applications related to additional enrolment of students are to be settled in a special regime depending on current room vacancies available.

**c) for other applicants applying for accommodation during the academic year:**

- **accommodation applications** have to be electronically directly in the ISKAM booking system at: [www.ubytovani.vscht.cz](http://www.ubytovani.vscht.cz). Special cases may also be dealt with in a written form or personally at the Management Department of AUF.
- **a necessary prerequisite for the Accommodation applications of new students to be processed is the payment of a non-refundable administration fee of 400,- CZK** (account number: 156 290 139/0300, the variable symbol consists of the birth number or personal ID number). The payment may be realised either by bank transfer or online via the payment gate GoPay directly in the ISKAM booking system during 5 days following after the application was submitted.

## 2) Division of total student bed capacity among individual student groups

For student accommodation in the academic year of 2018/2019, the Administration of University Facilities (AUF) at UCT Prague has a total capacity of 1,465 beds available in several categories (see [www.vscht.cz/suz](http://www.vscht.cz/suz)).

The beds available are divided as follows:

- 920 beds for students of advanced classes,
- 360 beds for 1<sup>st</sup>-year students who are accepted to UCT Prague,
- 140 beds for students studying within the UCT Prague programmes: Mundus, Erasmus etc. (this will be settled in a special mode)
- 20 beds for foreign students paying for themselves
- 25 beds for students accepted to UCT Prague during additional enrolment,

## 3) Criteria for assignment of beds in the academic year of 2018/2019

a) time accessibility from the place of permanent residence to Prague 6 - Vítězné náměstí

<i>time accessibility</i>	<i>number of points</i>
- within 60 min	0
61 – 70 min	2
71 – 80 min	4
81 – 90 min	8

91 – 100 min	10
101 – 140 min	14
141 – 180 min	20
181 min and more	26

*Note: Prepared according to current database of ABUS, IDOS and PID (involving travel by public transport in Prague)*

b) study year	
- PhD study program	10
- 2nd year of consequent Master study program	8
- 1st year of consequent Master study program	6
- 3rd year of Bachelor study program	4
- 2nd year of Bachelor study program	2
c) social aspects (must be supported by adequate documents)	30
d) health aspects (must be supported by adequate documents)	30
e) other criteria	
- applicants who repeatedly fail to fulfil their obligations in relation to UCT-AUF (delayed payments for accommodation etc.)	minus 30
- applicants expelled from the Residence Hall in the academic year 2017/18	minus 20
- accommodation application delivered to AUF after the deadline	minus 10

#### 4) Other provisions

- a) **accommodation of applicants from other universities** will be settled after the requirements of the UCT Prague students are satisfied, or possibly on the basis of reciprocity,
- b) **new students** applying for the accommodation at UCT Prague Residence Halls are required to pay a **non-refundable administration fee of 400,- CZK** (account number: 156 290 139/0300, the variable symbol consists of their birth number or personal ID number). If this fee is not paid for, the application will not be processed,
- c) for the academic year of 2018/2019, applicants may fill in the application for accommodation:
  - **either for the academic year (9/2018 – 6/2019)** and, if interested, they may also subsequently apply for summer accommodation; the price of summer accommodation is a 1.2 multiple of the regular accommodation fee,
  - **or for the whole calendar year (9/2018 – 8/2019)**; the price for the whole time of accommodation is then guaranteed to be the same as the current accommodation fee,
- d) **payments of accommodation fee** and other fees related to accommodation are realised **via encashment from a bank account**. Before the accommodation stay starts, new applicants are obliged to submit an agreement of a relevant bank with encashment (this may be substituted by Declaration of Honour made by applicants claiming that they have arranged and enabled the encashment). The bank agreement has to be submitted when registering in the relevant Residence Hall. **The account number for encashment for accommodation services is: 156 290 139 / 0300**. Cash payments (or via credit cards) will only be accepted for the accommodation shorter than 3 calendar months. Individual students may be allowed to pay atypically on the basis of a written application, if approved by AUF. This application has to be sent to the AUF's Management Department,

- e) **applicants who are assigned a bed and fail to check in on time without written notice/apology risk that one monthly accommodation payment will be required from them as a cancellation fee (this fee is not charged if cancellation is realised by 29. 8. 2018 at the latest),**
- f) **postponed start of accommodation** (checking in at the Residence Halls after the stated term) must always be reported in a written form in advance to the AUF's Management department. The accommodation fee is charged from **17.9.2018**. The check-in registration at the Residence Halls may be postponed till **27. 9. 2018** at the latest. **17. 9. 2018** is then the latest day on which a deposit of 3000,- CZK has to be paid (the day of actual transfer to our account). The deposit will be used to pay the first Residence Hall rent (account number: 156 290 139/0300, the variable symbol consists of the birth number or personal ID number),
- g) accommodation application forms now contain a new optional field "Contact person" for any unexpected or special events. We recommend you to complete this field too,
- h) possible appeals or unspecified individual cases or requirements that are not described in the hereby stated rules, are to be sent to the AUF director's secretariat (address: K Verneráku 950, 148 28 Praha 4 – Kunratice),
- i) **submitting an accommodation application and booking of a bed does not constitute a legal claim for the accommodation to be provided,**
- j) all accommodated students have an access to their Student Account directly in the ISKAM accommodation system; besides basic information, it shows an accommodation overview, account state etc.,
- k) accommodation certificates for new applicants are to be picked up in the AUF Management department in the Sázava Residence Hall during the check-in day – accommodation contracts are to be signed in the assigned Residence Hall when a student registers there,
- l) current information is to be found at [www.vscht.cz/suz](http://www.vscht.cz/suz) or, if required, shall be provided by employees of AUF's Management Department,
- m) [accommodation applications of the students who have unsettled obligations to AUF \(or UCT Prague\) or have filled their application with false/untrue data shall not be a subject of accommodation assessment and shall be discarded,](#)
- n) [all valid unsatisfied accommodation applications are registered and shall be settled gradually depending on current vacancies available.](#)

Debated and approved by UCT Prague rector's board on 13. 2. 2018

prof. Ing. Karel Melzoch, CSc.

rector