

University of Chemistry and Technology, Prague	
Designation	Decree No. A/V/961/5/2021
Subject	Rules for Accommodation of University Students in Residence Halls of UCT Prague for Summer 2021 and Academic Year of 2021/2022
Scope	entire university
Effective from	1. 3. 2021
Effective until	1. 7. 2022
Revision	-
Cancelled	-
Prepared by	Administration of University Facilities - 712
Issued by	prof. Dr. RNDr. Pavel Matějka

I. Accommodation of Students in Summer 2021

- a) summer accommodation for students means:
 - accommodation of students with follow-up accommodation contract from 25. 6. 2021 until the start of the 2021/2022 academic year
 - accommodation of other students from 25. 6. 2021 until 31. 8. 2021,
- b) for summer student accommodation in 2021, prices shall be applied in the amount of the current accommodation fee (in case of at least 30 consecutive calendar days or after presenting the school's certificate of practice), in other cases, the price amounting to the 1.2 multiple of the current accommodation fee is to be applied,
- c) **the application form for summer student accommodation** will be available on www.vscht.cz/suz from **1 5. 2021** and it is necessary to deliver it to the Management Department of UCT Prague - Administration of University Facilities (hereinafter referred to as AUF) by **31. 5. 2021 at the latest**; applications submitted after this deadline will be settled in an individual regime and will only be satisfied depending on the available capacity of vacant beds,
- d) if a request for summer accommodation is made by students of UCT Prague, which will not be paid directly by the students (specialised training, internship, etc.), the application must contain the Bank Account Number from which this accommodation will be paid, the date of accommodation and a corresponding confirmation issued by the relevant institute - payer,

- e) evaluation of applications and **information on the allocation of Residence Hall places** for the summer student accommodation will be posted on www.vscht.cz/suz from **4. 6. 2021**,
- f) summer accommodation contracts shall be signed on the initial day of accommodation in the respective Residence Hall, *See. Note **
- g) students who have completed their 3rd year of Bachelor's degree and have applied for a successive Master's degree, as well as students who have completed their Master's degree and have applied for a Doctoral degree (i.e. those who have temporarily lost their student status) will be considered identically as regular students.

II. Student Accommodation in Academic Year of 2021/2022

1) **Schedule for processing of applications and conditions for the allocation of beds in the UCT Residence Halls in the academic year of 2021/2022**

- a) **Student accommodation in the academic year 2020/2021**
 - accommodation requests must be submitted electronically directly in the ISKAM reservation system at www.ubytovani.vscht.cz during the period of **1. 4. 2021– 30. 4. 2021**,
 - evaluation of applications will be published on **6. 5. 2021** and posted on www.vscht.cz/suz,
 - students who have been assigned a place in a Residence Hall and wish to stay in their current room shall book their bed in term **6. 5. - 14. 5. 2021**,
 - students who have been assigned a place in a Residence Hall and wish to stay in another but the existing room shall book a bed in term **21. 5. - 31. 5. 2021**,
 - requests for partner accommodation and single rooms must be handed in person to the AUF Operational Department in the term of **6. 5. - 14. 5. 2021**,
 - Accommodation contracts are to be picked up and signed on the day of enrolment (from the date of validity of the new contract) in the relevant Residence Hall.
- b) **for upcoming 1st year students:**
 - AUF Information Letter will be handed over to the incoming students by the relevant Dean's Office together with a notice of admission to study and will be posted at the school website.
 - The **application for accommodation** in the UCT Residence Halls must be submitted electronically for processing directly in the ISKAM reservation system at www.ubytovani.vscht.cz starting **from 1. 7.** – but **no later than on 1. 8. 2021** (in justified cases, it is possible to send a request in writing or to process it directly at the AUF Management Department)
 - **the condition and necessary prerequisite for the processing of an application for accommodation is the payment of a non-refundable**

administrative fee of 400, - CZK (Bank Account No. 156 290 139/0300, the variable symbol is the applicant's birth number or personal ID number); payments can be made by bank transfer or online via GoPay payment gateway directly from the ISKAM accommodation system, but no later than 5 calendar days after the request is sent; requests with no administrative fee paid will be excluded from further processing,

- **results of the evaluation of applications submitted by 1. 8. 2021** and date of actual enrolment/accommodation start in Residence Halls will be published at www.vscht.cz/suz **from 10. 8. 2021**; the allocation of accommodation becomes binding for AUF when the given student is actually accepted for study,
 - applications (including administrative fees) received after this date will be evaluated according to the bed allocation criteria as the requests submitted after the deadline and will be evaluated upon completion of the registrations at all faculties,
 - accommodation decrees are to be picked up on the day of arrival at the AUF Management Department (Sázava Residence Hall),
 - upon arrival at the Residence Halls, new applicants will be required to submit the consent with direct debit issued by the relevant bank,
 - requests for accommodation with postponed enrolment to study will be settled in a special mode depending on the current vacant capacity.
- c) **other applicants during the 2021/2022 academic year:**
- **the application for accommodation** in the Residence Halls must be submitted for processing to the AUF Management Department (Sázava Residence Hall),
 - **the condition and necessary prerequisite for the processing of an application for accommodation is the payment of a non-refundable administrative fee of 400, - CZK** (Bank Account No.: 156 290 139/0300, the variable number is the client's personal identification number or the birth number),
 - upon arrival at the Residence Halls, new applicants will be required to submit the consent with direct debit issued by the relevant bank

2) Distribution of total student bed capacity among individual groups of students

For accommodation of students in the academic year 2021/2022, AUF will have available the bed capacity of 1,486 beds in various categories (see www.vscht.cz/suz), this capacity includes:

- 900 beds for senior students
- 370 beds for first-year students, who were admitted to the UCT Prague,

- 160 beds for students studying under the UCT Prague programs: Mundus, Erasmus, PhD. etc. (to be settled in a special mode)
- 20 beds for self-payers from abroad
- 36 beds for students admitted to the University of Chemistry and Technology in Prague in additional enrolment.

Student accommodation in the academic year 2021/2022

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

Time accessibility points

- up to 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: processed according to the current databases ABUS, IDOS, and PID (including public transport in Prague)

- b) Study year
- Doctoral degree program 10
 - 2nd year of follow-up Master's program 8
 - 1st year of follow-up Master's program 6
 - 3rd year of follow-up Bachelor's program 4
 - 2nd year of follow-up Bachelor's program 2
- c) social aspects (need to be supported by relevant documents) 30
- d) social aspects (need to be supported by relevant documents) 30
- e) other criteria
- applicants who repeatedly fail to comply with their obligations in relation to AUF (late payment of accommodation fees, etc.) -30
 - applicants expelled from the Residence Halls in the academic year of 2020/2021 -20
 - application for accommodation delivered to AUF after the deadline -10

*Note *: Due to the prolongation of the summer semester to 2.7. 2021, the "Accommodation Contract" shall be automatically extended from 25.6. 2021 to 2. 7. 2021, without guaranteeing the right to summer accommodation.*

4) Other provisions

- a) **accommodation of applicants from other universities** will be resolved only after settling the applications of UCT Prague students, or on the basis of reciprocity,
- b) **new applicants** for accommodation in the UCT Prague Residence Halls are obliged to pay a **non-refundable administrative fee of CZK 400,-** (Bank Account No. 156 290 139/0300, the variable symbol being their birth number or personal ID number); no request for accommodation will be processed without paying the fee,
- c) for the academic year of 2021/2022, it is possible to apply for accommodation:
 - **for the academic year (9/2021 - 6/2022)** and subsequently, in case of interest, also for summer accommodation; payment for summer accommodation, in this case, is the 1.2 multiple of the valid accommodation fee,
 - **for the period of the calendar year (9/2021 - 8/2022)**; payment for the whole period of accommodation is guaranteed to be in the amount of the current accommodation fee,
- d) **payments of accommodation** fees and other charges related to accommodation are to be made **by direct debit**; before entering accommodation, new applicants will be required to present the consent with direct debit issued by the relevant bank; the aforementioned consent/agreement must be provided when enrolling into the respective Residence Hall; **Bank Account Number for direct debit paid for accommodation services is 156 290 139/0300**; cash payments (or credit cards) will only be accepted for accommodation of less than three calendar months; in individual cases only on the basis of an approved written request addressed to the Management Department of AUF,
- e) **the applicant who is assigned a bed/accommodation in UCT Residence Halls and does not start the accommodation on time without a written justification or explanation shall possibly be obliged to pay the price of one monthly accommodation fee (the cancellation without sanctions is accepted by 27. 8. 2021 at the latest),**
- f) **deferred boarding/start of accommodation** (boarding after the deadline) must always be communicated in writing or electronically to the AUF Management Department by **31. 8. 2021** - Accommodation fee is charged from **9. 9. 2021**; the start of accommodation can be delayed until **24. 9. 2021**. By **6. 9. 2021**, it is, however, necessary to pay a **principal deposit of CZK 4,000**, (date of crediting the payment to the AUF account) from which the first accommodation fee shall be then paid (Bank Account No. 156 290 139/0300, the variable number is the client's personal identification number or the birth number),

- g) the request for accommodation is accompanied by an optional reference to a "contact person" in case of unexpected and unforeseen circumstances - we recommend completing it
- h) any appeals and unspecified individual cases and requirements that are not taken into account and described in the rules listed above need to be addressed to the AUF Director's Secretariat (K Verneráku 950, 148 00 Praha 4 - Kunratice)
- i) **submitting an application for accommodation constitutes no legal right to the actual accommodation provision,**
- j) Student Account is available to all students directly in the ISKAM accommodation system; here, it is possible to monitor the overview of accommodation, account status, etc.
- k) accommodation decrees for new applicants shall be ready for collection at the AUF Management Department on the day of arrival, the accommodation contracts can be collected and signed on the day of arrival in the corresponding Residence Hall,
- l) you can find up-to-date information on www.vscht.cz/suz or it will be provided to you by employees of the AUF Management Department based on your inquiries,
- m) accommodation requests of students with pending/unfulfilled obligations in relation to AUF (or to UCT Prague) or of those have submitted their accommodation applications with false or incomplete data shall not be processed and are considered invalid.
- n) all valid but unsatisfied requests for accommodation will be recorded and continuously settled according to the available capacity of the UCT Residence Halls.

Discussed and approved by the Rector's College of UCT Prague on February 16th, 2021.

prof. Dr. RNDr. Pavel Matějka m.p.

rector

*Note *: Due to the prolongation of the summer semester to 2.7. 2021, the "Accommodation Contract" shall be automatically extended from 25.6. 2021 to 2. 7. 2021, without guaranteeing the right to summer accommodation.*