

University of Chemistry and Technology, Prague	
Designation	Decree No. A/V/961/8/2023
Subject	Rules for accommodation of university students in residence halls of UCT Prague for summer 2023 and academic year of 2023/2024
Scope	Whole university
Efficient from	1. 3. 2023
Efficient until	28. 6. 2024
Revision	-
Cancelled	-
Prepared by	Administration of University Facilities - 712
Issued by	prof. Dr. RNDr. Pavel Matějka

I. Accommodation of students in summer of 2023

- a) summer accommodation for students means:
 - accommodation of students with follow-up accommodation contract from 23. 6. 2023 until the start of the 2023/2024 academic year
 - accommodation of other students from 23. 6. 2023 until 31. 8. 2023,
- b) for summer student accommodation in 2023, prices shall be applied in the amount of the current residence hall fee (in case of at least 30 consecutive calendar days or after presenting the school's certificate of practice), in other cases, the price of 1.2 current residence hall accommodation will be applied,
- c) **a summer student accommodation application form** will be placed at www.vscht.cz/suz on **1.5.2023** and it is necessary to complete and deliver it to the Management Department of UCT Prague - Administration of University Facilities (hereinafter referred to as AUF) by **31. 5. 2023 at the latest**; applications submitted after this date will be dealt with in an individual regime and will be satisfied according to the available capacity of beds,
- d) in case of a request for summer accommodation by students of UCT Prague, which will not be paid for directly by the student (professional experience, internship, etc.), the application must contain the account number from which the accommodation will be paid, the date of accommodation and confirmation of the relevant institute - payer,

- e) assessment of applications and **information on the allocation of residence hall vacancies** during the summer student accommodation will be posted on www.vscht.cz/suz on **6. 6. 2023**,
- f) summer accommodation contracts shall be signed no later than on the first day of the accommodation in the relevant UCT residence hall, i.e. by 26.6.2020.
- 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 already applied for PhD studies (i.e. those who have temporarily lost the student status) will be treated identically as regular students.

II. **Student accommodation in the academic year of 2023/2024**

1) **Timetable for processing of applications and conditions for the allocation of beds in UCT residence halls in the academic year of 2023/2024**

- a) **For students accommodated in the academic year of 2022/2023:**
 - Accommodation requests must be electronically submitted directly in the ISKAM reservation system at www.ubytovani.vscht.cz within the period of **3. 4. 2023 – 30. 4. 2023**,
 - Assessment of applications shall be published at www.vscht.cz/suz on **5. 5. 2023**,
 - students already assigned to a residence hall and wishing to stay in their current room will book a bed in the period of **5. 5. - 15. 5. 2023**,
 - students already assigned to a residence hall and wishing to stay in another but their current room will book a bed in the period of **19. 5. - 31. 5. 2023**,
 - students already assigned to a residence hall and wishing to stay partner accommodation and single rooms must be handled in person at the AUF Operational Department in the period of **5. 5. - 15. 5. 2023**,
 - Accommodation contracts are to be picked up and signed on the day of enrolment (from the date of the validity of the new contract) in the relevant residence hall.
- b) **for incoming 1st years and new applicants from higher years:**
 - The **application for accommodation** in UCT residence halls must be electronically submitted for processing directly in the ISKAM reservation system at www.ubytovani.vscht.cz **from 3. 7. 2023 on** – but no later than **on 1. 8. 2023** (in justified cases, it is possible to send a request in writing or to process it directly at the AUF Operational Department)
 - **the condition and prerequisite for the processing of an application for accommodation is the payment of a non-refundable administrative fee of 400,- CZK** (no. 156 290 139/0300, the variable symbol is the birth number); the payment 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 without the administrative fee paid will be excluded,

the results of the assessment of applications submitted by 1.8. 2023 and the information related to the date of enrolment into a residence hall will be published at www.vscht.cz/suz on **10. 8. 2023**; the allocation of accommodation becomes binding for AUF at the moment when the student is enrolled for study,

- applications (including administrative fees) received after this date will be evaluated according to valid bed allocation criteria as the requests submitted after the deadline and will be evaluated upon the completion of the registrations in all faculties,
- Accommodation decrees will be available for collection on the day of boarding at the SÚZ Operations Department (Sázava dormitory) - the Accommodation contract will be signed at the assigned dormitory upon boarding the dormitory, in electronic or paper form.
- upon arrival at a residence hall, new applicants will be required to submit a written consent of their bank to direct debit
- requests for accommodation related to additional enrolment to study will be dealt with in a special mode according to the current capacity options.

c) **for other applicants during the 2023/2024 academic year**

- **applications for accommodation** in a residence hall must be submitted for processing to the AUF Operational Department (Sázava College),
- **the condition and 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 birth number),
- upon arrival at a UCT residence hall, new applicants will be required to submit a written consent of their bank to direct debit.

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

For accommodation of students in the academic year of 2023/2024, AUF will have available the bed capacity of 1 481 beds in various categories (see www.vscht.cz/suz), this capacity includes:

- 840 beds for senior students,
- 331 beds for first-year students, who have been admitted to the UCT Prague,
- 180 beds for students studying under a UCT Prague program: Mundus, Erasmus, postdoc etc. (to be dealt with in a special mode),
- 100 beds for self-payers from abroad,
- 30 beds for students admitted to the University of Chemical Technology Prague during additional enrolment.

Student accommodation in the academic year of 2022/2023

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

- b) 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 program 4
 - 2nd year of follow-up Bachelor program 2
- c) social aspects (must be supported by relevant documents) 30
- d) social aspects (must be supported by relevant documents) 30
- e) other criteria
- applicants repeatedly failing to comply with their obligations in relation to AUF (late payment of accommodation fees, etc.) -30
 - applicants expelled from a residence hall in the academic year f 2018/2019 -20
 - applications for accommodation delivered to AUF after the deadline -10

4) Other provisions

- a) **accommodation of applicants from other universities** will be resolved only after meeting the needs of the students of UCT Prague, or on the basis of reciprocity,
- b) **new applicants** for accommodation in UCT Prague residence halls are obliged to pay a **non-refundable administrative fee of 400,- CZK** (account no. 156 290 139/0300, the variable symbol is the birth number or personal ID number);

no request for accommodation shall be processed without paying the administrative fee.

- c) for the academic year of 2023/2024, it is possible to apply for accommodation:
 - **for the academic year (9/2023 - 6/2024)** and subsequently, in case of interest, to request summer accommodation; in this case, the payment for summer accommodation is 1.2 of the current accommodation fee,
 - **for the period of the calendar year (9/2023 - 8/2024)**; the payment for the whole period of accommodation is then fixed and guaranteed in the amount of the current accommodation fee,
- d) **payment of accommodation** fees and other charges related to accommodation is made **by direct debit**; before entering accommodation, new applicants will be required to present a written consent of their bank to direct debit; the aforementioned acknowledgment must be provided when starting the accommodation in the UCT residence halls; the AUF bank **account number for direct debit for accommodation services is 156 290 139/0300**; cash payments (or credit cards) will only be accepted in case of accommodation lasting fewer than three calendar months; individual cases shall be handled only on the basis of an approved written request addressed to the Operational Department of AUF,
- e) **any applicant assigned a bed and failing to enrol into the residence hall without written justification is obliged to pay the amount of the monthly residence hall accommodation fee (the cancellation of accommodation shall be accepted without sanctions by 25. 8. 2023 at the latest),**
- f) **deferred boarding** (boarding after the deadline) must always be communicated in writing or electronically to the AUF Operational Department by **1. 9. 2023** the accommodation fee is to be charged from **14. 9. 2023**; Boarding a residence hall can be delayed up to **29. 9. 2023**. In that case, **11. 9. 2023** is the date when it is necessary to pay a **deposit of 5 000, - CZK** (date of crediting it to the account of AUF), from which the first residence fee shall be paid (bank account no. 156 290 139/0300, the variable number is the client's personal identification number),
- g) the request for accommodation is supplemented by an optional reference to a "contact person" for 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 specified above are to be addressed to the AUF Director's Secretariat (K Verneráku 950, 148 28 Praha 4 - Kunratice)
- i) **submitting an application for accommodation does not constitute any legal claim to be accommodated,**
- j) all residents gain an access to their Student account directly in the accommodation system ISKAM; here, it is possible to monitor the list of accommodation, account status, etc. and the basic data,
- k) accommodation decrees for new applicants can be picked up on the day of arrival at the AUF Operational Department, accommodation contracts shall be

prepared to be picked up and signed on the day of arrival at the relevant residence hall, in electronic or paper form.

- l) you can find up-to-date information at www.vscht.cz/suz or it will be provided to you by employees of the AUF Operational Department,
- m) accommodation applications submitted by students with pending or unsettled obligations towards AUF (or UCT Prague) or the applications containing false data shall be excluded from the application assessment and will be considered invalid,
- n) all unsatisfied requests for accommodation will be recorded and continuously satisfied according to the available capacity of the UCT residence halls.

prof. Dr. RNDr. Pavel Matějka, m.p.
rector