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*This English translation is provided for information only. In the event of any dispute, the Czech language version of this Accommodation Scenario is regarded as the official version.*

## **ACCOMMODATION SCENARIO**

**for the 2011/2012 academic year**

### ***Section I.*** **Basic regulations**

This accommodation scenario governs the procedures for making accommodation available to university students in accordance with Article 1 of the Accommodation Rules of the Czech Technical University in Prague.

Where appropriate, it also relates to students of other public universities accommodated in the dormitories and to students of CTU in Prague accommodated in the dormitories of other public universities on the basis of an agreement between public universities.

### ***Section II.***

#### **Accommodation of students living in CTU in Prague dormitories in the 2010/2011 academic year and continuing in their studies in the 2011/2012 academic year**

1. This section does not concern accommodated students with a long-term accommodation agreement that does not expire in the 2010/2011 academic year.
2. In accordance with Article 6, para 1 letter e) of the CTU in Prague Accommodation Rules, a student may reserve accommodation within the framework of the accommodation capacity of CTU in Prague.
3. Reservations for accommodation will be accepted from 09.05.2011 to 17.06.2011. Students will make a reservation online in accordance with the instructions given at <http://www.suz.cvut.cz>. Reservations will close on 18.06.2011, and only the names of those students whose reservation has been confirmed electronically will be entered into the central register. Students receive this information via their web interface at <http://web.suz.cvut.cz>.
4. Each student may make a reservation for only one dormitory in the framework of CTU in Prague.

## 5. Rules for reservations:

- a) by making a reservation a student does not obtain a right to accommodation,
- b) if (s)he is absent from the dormitory for due cause during the reservation period (due to illness, studying abroad, etc.) a student may also apply to make a reservation to the accommodation division of SÚZ (Service Facilities Administration) (hereafter SÚZ) by e-mail ([solimana@suz.cvut.cz](mailto:solimana@suz.cvut.cz), [kudrnova@suz.cvut.cz](mailto:kudrnova@suz.cvut.cz)) or by registered letter addressed to “Správa účelových zařízení ČVUT, Vaníčková 7, 160 17 Praha 6”, tel.: 234 678 387, 233 358 419, fax: 257 224 229.
- c) after the deadline for reservations, a place in a dormitory can be reserved only in quite exceptional and justified circumstances through the accommodation division of SÚZ,
- d) students who have applied for a reservation within the prescribed deadline can check that their application is being processed at the relevant dormitory via their web interface at <http://web.suz.cvut.cz> and at <http://www.suz.cvut.cz>.

**e. A student who reserves accommodation must pay a deposit for accommodation for 2011/2012 in the amount of Kč 3.000,-, not later than 19.08. 2010., or not later than 19.08.2010 the balance of the student’s accommodation account (e.g. for current accommodation) must be not less than Kč 3000,-.**

**f. Deposits can be paid** or the required balance in a student’s account with SÚZ can be assured by making a cash payment to the office of the relevant dormitory or by bank transfer to the account of the accommodator, account no. **27– 4082130287/0100**, Komerční banka, a.s., Prague 6 branch. Constant symbol 0308. **The variable symbol must be the birth registration number (rodné číslo) of the student. The critical date is the day on which moneys are received in the account of SÚZ.** This payment **cannot be paid by postal order (složenkou)**. In the case of foreign students, the birth registration number must be checked by the dormitory administrator, and must be written in the form in which it is registered in the accommodation programme.

g. If the conditions for acceptance of accommodation allocated by a dormitory are not complied with within the deadline, the Accommodation Agreement for 2011/2012 will not be finalized.

h. If a student, without submitting an explanation in written form, fails to appear at the dormitory within the regular time limit, in accordance with Section V, the deposit is not returnable.

i. Students whose allocated accommodation is cancelled due to non-compliance with the conditions for acceptance at the assigned dormitory may reapply for accommodation.

### *Section III.*

#### **Accommodation of students not living in SÚZ CTU in Prague dormitories, and of students who were accommodated in 2010/2011 but did not make a reservation**

1. All duly submitted applications within the deadlines from 01.06.2011 until 15.07.2011, inclusive, will be included in the **first round** for allocating dormitory places. Applications for accommodation in a SÚZ CTU dormitory **will be accepted throughout the academic year**

An application can be submitted by :

- a) Students of CTU in Prague, in electronic form (information at <http://www.suz.cvut.cz> ), in accordance with Section. III., point 1., paragraph b) and c),
- b) Other students, by e-mail or by registered mail addressed to “Správa účelových zařízení ČVUT, útvar ubytování, Vaníčková 7, 160 17 Praha 6”,
- c) An application can also be submitted in person at the accommodation office of CTU in Prague, Strahov dormitories, Block 1, Vaníčková 7, 160 17, Prague 6

The application for a place in a dormitory must be duly filled in and submitted. Students not from CTU in Prague must have in their application a confirmation from the relevant study department that the data submitted is correct, or they must attach current confirmation that they have the status of a student. First-year students submit a copy of the decision to accept them at a university or other institution.

2. The applications of all students will be assessed in accordance with section IV. – Criteria for providing accommodation.
3. Students whose application was accepted in the first round will be informed about the status of their application at <http://www.suz.cvut.cz> and via their web interface at <http://web.suz.cvut.cz> not later than 05.08.2011.
4. Students whose application has been positively accepted in the first round should confirm their acceptance of the allotted accommodation, in the following way:

**a. a student to whom a place in a dormitory is allocated is required to pay the deposit for accommodation in 2011/2012 in the amount of Kč 3.000,- not later than 19.08.2011, or the balance of the student's accommodation account (e.g. for current accommodation) must be not less than Kč 3000,- as of 01.09.2011. Foreign students (including students from the Slovak Republic) are not required to pay the deposit before arriving in the country.**

b. other students confirm their acceptance of the assigned place in a student dormitory by placing a deposit in their accommodation account for 2010/2011 in the amount of 2500,- Kč not later than 1.9. 2010.

**The deposit can be made** or the required amount can be put into the student's accommodation account with SÚZ by a cash payment at the office of the relevant dormitory or by bank transfer to the account of the accommodator No. 27– 4082130287/0100, Komerční banka, a.s., Praha 6 branch, constant symbol 0308. **The variable symbol must be the birth registration number (rodné číslo) of the student. The critical date is the day on which moneys are received in the account of SÚZ. This payment cannot be paid by postal order (složenkou).**

5. If the conditions for acceptance of accommodation allocated by a dormitory are not complied within the deadline, the Accommodation Agreement with the student for 2011/2012 will not be finalized.
6. If a student, without submitting an explanation in written form, fails to appear at the dormitory within the regular time limit, in accordance with Section V, the deposit is not returnable.
7. Students whose allocated accommodated is cancelled due to non-compliance with the conditions for acceptance at the assigned dormitory may reapply for accommodation. Third and subsequent

repeated applications for dormitory accommodation will be payable in the course of the 2011/2012 academic year, in accordance with the valid List of Charges.

8. All applications for accommodation in SÚZ dormitories will be registered by the Department of Accommodation Services of the Accommodation Division. They will be processed progressively, with a view to freeing accommodation capacity in the course of the year. Students will be informed about their applications at <http://www.suz.cvut.cz> and via their web interface <http://web.suz.cvut.cz>.

## *Section IV.*

### **Criteria for providing accommodation**

1. Students will be accommodated in CTU in Prague dormitories in the following order
  - a) students with reservations according to Section II.
  - b) full-time students of CTU in Prague, according to Section III.
  - c) full-time students of other universities, according to Section III.
  - d) full-time mature students of other universities, according to Section III., at a negotiated price for accommodation
  
2.
  - a) The basic criterion for providing accommodation is **time-based accessibility**. Time-based accessibility is a point system that assesses the time needed for the journey from the student's place of residence to her/his place of study.
  - b) When determining time-based accessibility, the decisive factor is the place of permanent residence of the student entered in the application for accommodation.
  - c) The maximum number of points that can be awarded for time-based accessibility is 300. Foreign students have a time-based accessibility assessment of 300 points. CTU students in the first year of their bachelor or master's study programme will have their time-based accessibility assessment raised by 50 points.
  
3. The applications of students who in previous accommodation breached their accommodation agreement and were on the basis of this excluded from accommodation in the dormitories will be evaluated by a commission set up by the manager of SÚZ CTU in Prague.
  
4. The manager of SÚZ has the right to evaluate students of CTU in Prague who apply for accommodation in CTU in Prague dormitories on grounds of serious health, social and other grounds, for which the applicant will provide evidence in good faith. Preferential treatment of students will be assessed by a commission appointed by the manager of SÚZ CTU in Prague. The manager will also comply with an application by CTU student organisations for accommodation for not more than 60 students who make a significant contribution to the work of student organisations and who have not committed an exceptional breach against the accommodation and house regulations of a university dormitory.

## Section V

### Other Regulations

**1. The regular period for entering the dormitory** is between 12.09.2011 (in accordance with the Schedule for the 2011/2012 academic year) and 19.09.2011, inclusive. **Accommodation procedures are conducted only from Monday until Thursday, from 8 a.m. until 11 a.m, and from 12 midday until 3 p.m, and on Friday from 8 a.m. until 11 a.m, and from 12 midday until 2 p.m.** An exception is made in the case of MA+FY training courses for students newly accepted into the first year of study, if the faculty makes a request and if the training course takes place before the main entry date (i.e., before 12.09.2011).

If a student does not appear by 19.09.2011 (beginning of winter semester courses) and if she/he does not make a written request (by e-mail) before this date to delay her/his appearance at the dormitory, the place will be made available to unsuccessful applicants. Appearing at the dormitory may be delayed for a maximum of 14 days, i.e., until 03.10.2011, on the basis of a written request (by e-mail) addressed to the accommodation services department (contact details on <http://www.suz.cvut.cz> ). A student who applied to delay her/his entry to a dormitory will have the accommodation fee, as from the last day for entering the dormitory, i.e. 19.09.2011, deducted from her/his accommodation deposit.

**2.** On entering a CTU in Prague dormitory the student must present a current CTU student card (first year students of CTU present current confirmation of being a student). A student of another universities must present current confirmation of being a student and must present her/his study record booklet with matriculation (if issued by the university). All students must present their identity card (or passport, for a foreign student), photographs in 3x4 cm format, pay for insurance on possessions that she/he is bringing into the dormitory, in accordance with the valid price list, and pay the accommodation deposit (Kč 3.000,-), if it has not been paid in advance.

**3.** The current price list for accommodation is published on <http://www.suz.cvut.cz>. Any adjustments to the prices for accommodation are negotiated by the Academic Senate of CTU in Prague and are approved by the rector of CTU in Prague.

**4.** The fee for accommodation and for services in connection with accommodation for the current month is payable by standing order between the 5th day and the 15th day of the calendar month. The birth registration number (rodné číslo) is used as the variable symbol. The standing order payment can be required to be made again if no payment was received on the basis of the previous standing order (due to rejection by the bank, lack of funds, etc.) Other forms of payment for the accommodation fee will carry a handling charge. In the event that the client's liabilities are not settled by the 15th day of the month, the client will be treated as a debtor, with the possibility of sanctions (penalties, paid SMS reminders to pay, withdrawal from the Agreement). The charges for penalties, SMS reminders and handling charges for other types of payments will be validated on the basis of charges presented in the current list of charges published on <http://www.suz.cvut.cz>. In the event that the payment is not made within the deadline that has been set, the client is required to pay this debt in cash, including the relevant charges.

**5.** On the day of entering the dormitory, the deposit will be transferred to an independent SÚZ account, which can be drawn upon only to pay back the deposit or to make good any damages

or non-payments. The deposit will be returned (if it has not been emptied) on the date of termination of accommodation and handover of the room.

6. Rooms can be exchanged within a single dormitory in negotiation with the dormitory housekeeper. Exchanges between dormitories can be made only in negotiation with the housekeepers of the relevant dormitories. For technical and administrative reasons, such changes can be carried out only after 01.11.2011

7. An accommodated student with an accommodation agreement for the academic year, an all-year agreement or a long-term agreement is required to move out of her/his room whenever cost-effective use of the dormitory requires this, but not more than once in a year. In addition, in the case of accidents, emergencies, reconstruction work, special critical situations and when the interests of the university require it. The student must be informed about the move at least one week in advance (except in the case of accidents and emergencies).

8. A student who goes for a study stay abroad in the course of the 2011/2012 academic year may, not later than 14 calendar days before her/his departure, go to the Accommodation Services Department to reserve her/his room for the time of her/his return (in the 2011/2012 academic year) from the study stay abroad (the student presents confirmation of the study stay abroad).

9. An application containing false statements, incomplete data, or when the applicant abandons or interrupts her/his studies, will be removed from the register. A former full-time student who in her/his accommodation history in a CTU dormitory has kept to the Accommodation Agreement may apply to the Accommodation Services Department to extend her/his accommodation in a CTU dormitory for the given academic year at a negotiated price.

10. If a student is interested in withdrawing from the Accommodation Agreement prematurely, she/he must take action not later than 30 calendar days in advance. If the student withdraws from the Accommodation Agreement later, or if she/he does not announce her/his withdrawal and simply leaves the accommodation, she/he will pay a fine in the amount of the deposit, i.e. Kč 3.000,-. This does not refer to the last month of the validity of the Accommodation Agreement. In justified cases, the director of SÚZ may allow an exception to be made.

11. After the Accommodation Scenario and the Dormitory Price List have been finalised, SÚZ will publish these materials on its web pages at <http://www.suz.cvut.cz>.

### *Section VI.*

#### **Academic, all-year, long-term and vacation accommodation, fixed term accommodation**

1. When reserving accommodation in a given CTU dormitory, e.g. in their application for accommodation in a CTU dormitory, accommodated students state the period of time for which they are applying for accommodation in a CTU dormitory, as follows:
  - a) Accommodation for the academic year, i.e., 12.09.2011 – 29.06.2012
  - b) All-year accommodation, i.e., from 12.9. 2011 until 7 days before the beginning of the 2012/2013 academic year (in accordance with the harmonogram for the academic year)

- c) Long-term accommodation for a fixed period from 12.09.2011 until 31.08.2013, with the option that no later than one month before termination of the agreement the client can apply to extend it
- d) In the course of the summer vacation in 2012 (in accordance with the harmonogram for the academic year), students will be guaranteed accommodation for a period of two nights for taking each examination. The accommodation will be provided at the dormitory price on the basis of confirmation of the examination. If the student provides no confirmation the examination, she/he will pay a negotiated price. Accommodation must be reserved two days in advance with the management of the dormitory. For this, the reservation should be made by e-mail, or by telephone. The contacts for each dormitory are presented on <http://www.suz.cvut.cz> .

2. If a student uses accommodation during the summer vacation in 2012 for a minimum of 30 consecutive days, she/he obtains a time-based accessibility assessment of 300 points. This refers to students with all-year accommodation.

3. Rooms will be allocated to students accommodated on an all-year or long-term basis in a way that ensures cost-effective use of the CTU dormitories (in the so-called “all-year zone” that is demarcated in each dormitory).

4. Students accommodated in accordance with paragraph 1, point a) in this section can in addition reserve vacation accommodation between 01.03.2012 and 31.03.2012 (information at <http://www.suz.cvut.cz> ). For this type of accommodation CTU SÚZ withholds necessary capacity with a view to cost-effective use of the dormitories during the summer months.

5. With reference to Section V., point 8), an Accommodation Agreement can be made with a student for a fixed term (for a bed that will be vacated by a student who is going for a study stay abroad and who, before departure, has reserved in advance a bed for the time after her/his return). The regulations in Sections II. to VI. of this scenario are unaffected by this.

Approved by the Academic Senate of CTU in Prague on 23.03.2011

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