

Instruction of the Director of the Accommodation and Catering Services of Masaryk University No. 5/2019

Booking and Accommodation Timetable at MU Halls of Residence for the academic year 2021/2022

(as amended with effect from March 15th, 2021)

Article 1

Subject matter

- (1) In accordance with the Accommodation Rules at MU Halls of residence for academic year 2021/2022 (hereinafter referred to as Rules) the Accommodation and Catering Services director announces the Booking and Accommodation Timetable in MU Halls of residence.
- (2) A bed reservation at MU Halls of residence is to be submitted electronically by means of the ISKaM Accommodation System <https://iskam.skm.muni.cz/> according to the current available capacity. In the case of mixed couples, reservations are made by the person in charge of the respective dormitories according to a written request from the couples.
- (3) A certain part of the capacity is reserved for students starting their first year and foreign students in accordance with the Rules (article 3, paragraph 1b).

Article 2

Reservations of higher-grade students

- (1) Students of higher grades book their beds in the period **from 4th to 21st May 2021** as scheduled.
Only students currently studying at MU (active students) can book a bed.

April 12th – April 23rd – commencement on April 12th at 10:00 a.m.	currently accommodated active students, only their current bed can be booked – online booking
	mixed couples – submitting a written application to your existing bed by email to the person in charge of the relevant dormitory
April 26th – May 7th – commencement on April 26th at 10:00 a.m.	currently accommodated active students, any available bed can be booked – online booking
	mixed couples – submitting a written application by email to the person in charge of the relevant dormitory
May 10th – May 21st – commencement on May 10th at 10:00 a.m.	active higher-grade students who are not accommodated in Halls of residence – online reservation

- (2) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit of 2000 CZK**. The deposit is due within 10 days of the reservation. There is not the same due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed**, the reservation of a bed may be **cancelled**.

Article 3

Reservations of Erasmus and Degree students

- (1) **Reservations of Erasmus and Degree students** with permanent residence outside the territory of the Czech and Slovak Republic, for whom reserved beds are in accordance with the Rules Art. 3, par. 1b) **will be launched August 2nd, 2021 at 10:00 a.m.** on schedule.

The bed can be reserved until the capacity of the Halls of residence is exhausted.

August 2 nd – 21 st – commencement on August 2 nd at 10:00 a.m.	active Erasmus and Degree students – online reservation
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- (2) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit of 2000 CZK**. The deposit is due within 10 days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed**, the reservation of a bed **may be cancelled**.

Article 4

Reservations of students entering the first year of all levels of study

- (1) Students entering the 1st year of all stages of study can reserve a bed only after enrolment for study, where they receive the login information ("UČO" university number of person and password) needed for login to the ISKAM accommodation system. **You cannot book dormitories before enrolling!**
- (2) **Reservations will start according to the following schedule:**

August 9 th – 10 th – commencement on 9 th at 10:00 a.m.	mixed couples – submitting a written application by email to the person in charge of the relevant dormitory
11 th – 13 th August	processing and confirmation of reservations for mixed couples
16 th – 31 st August – commencement on 16 th August at 10:00 a.m.	active students of future first years of all studies of the Czech Republic, Slovakia – online reservation
From September 1 st – commencement at 10:00 a.m.– until capacity is exhausted	reservation of available beds – submitting a written application by email to the person in charge of the relevant dormitory

- (3) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit of 2000 CZK**. The deposit is due within 10 days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed**, the reservation of a bed **may be cancelled**.

Article 5

Common provisions

- (1) The accommodation start date can be set according to the student's request in the reservation system between September 1st and September 9th, 2021.
- (2) The end date of the contract can be set as you choose; **the minimum length of accommodation is up to November 30th, 2021**, maximum June 30th, 2022.

- (3) The accommodation contract may be extended during the accommodation in case of spare capacity. The accommodation can be terminated early **by giving one month's notice.**
- (4) Booking a mixed room (male/female) is only possible via the accommodation provider of the relevant dormitory and only individual twin rooms can be booked before the capacity runs out during the official reservation dates.
- (5) After having booked a particular bed, students are obliged to read the Accommodation Contract and confirm their agreement electronically. The Accommodation Contract will be confirmed electronically by the accommodation provider. **Contracts are confirmed only electronically.**
- (6) **The reservation of the bed by the student can be cancelled in writing no later than September 30th, 2021, by sending an e-mail to the e-mail address of the person in charge of the relevant dormitory in which the reservation is made.** After confirmation by SKM that the reservation has been cancelled, the reservation bond will be unblocked to the student's SUPO account, from where the student can transfer it to his or her bank account.
- (7) The student who duly concluded the accommodation contract and paid the reservation bond has a bed reserved until September 30th, 2021 at the latest.
- (8) **For all reservations, the residence fee is valid from the date of the agreed start of accommodation according to the accommodation contract.**
- (9) If the student **does not cancel** the reservation by September 30th, 2021 or **stay** on the dates below (Art. 6, point 1) without a written apology, **the accommodation contract terminates and the reservation bond is forfeited.**

Article 6 Checking in

- (1) **The following dates are announced for boarding:**

9th September 2021	8:00 a.m. – 7:00 p.m.
10th September 2021	8:00 a.m. – 7:00 p.m.
11th September 2021	8:00 a.m. – 7:00 p.m.
12th September 2021	8:00 a.m. – 7:00 p.m.

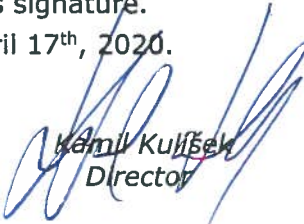
In halls of residence without non-stop reception service, accommodation outside the declared boarding days is only possible on working days from 8:00 a.m. to 3:00 p.m.

- (2) When boarding, the student is required to provide proof of identity (ID card, passport), ISIC card (Students of the first year can provide additional evidence of ISIC card), complete and sign the registration card.

Article 7 Final provisions

- (1) Reservations during the academic year follow the instructions published on www.skm.muni.cz
- (2) I entrust the head of the Head of accommodation operation with the interpretation of various provisions of the guideline.
- (3) This instruction shall enter into force on the day of its signature.
- (4) This guideline updates the original guideline from April 17th, 2020.

Brno, March 1st, 2021


Kamil Kulíšek
Director