

**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 Academic Year 2020/2021**

*(effective from 17th April 2020)*

Article 1

Subject matter

- (1) In accordance with the Accommodation Rules at MU Halls of residence for academic year 2020/2021, the Accommodation and Catering Services director announces the Booking and Accommodation Timetable at 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. 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 **20<sup>th</sup> April to 24<sup>th</sup> May 2020**. Only students currently studying at the Masaryk university (active students) can book a bed.
- (2) In the period from 20<sup>th</sup> to 3rd May, the reservation is only possible for active students currently staying at the MU Halls of residence.

Term	Who can book a bed
20 <sup>th</sup> – 27 <sup>th</sup> April commencement 20 <sup>th</sup> April at 9 a.m.	Currently staying active students, only their current bed can be booked
27 <sup>th</sup> April -3 <sup>th</sup> May commencement 27 <sup>th</sup> April at 9 a.m.	Currently staying active students, any bed can be booked
4 <sup>th</sup> – 24 <sup>th</sup> May commencement 4 <sup>th</sup> May at 9. a.m.	All the active MU students can book any bed

- (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 3

Reservations of students starting their first year of studies in the academic year 2020/2021

- (1) Students starting their first year cannot book a bed until they enrol at the university where they receive their registration data ("učo" student account number and password) for the ISKAM Accommodation System. **It is not possible to book a bed before being enrolled at the university.**
- (2) **Reservations will commence on 24th August 2020 at 10 a.m.** It will be possible to book the beds until the dormitory capacity runs out or until 15<sup>th</sup> September 2020.
- (3) Students with a permanent residence outside the Czech Republic or Slovak Republic, for whom beds are automatically prereserved according to the Rules (article 3, paragraph 1b) may reserve a bed from 10 a.m., **17<sup>th</sup> August 2020.**
- (4) After having booked a bed, it is necessary **to electronically confirm 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

Common provisions

- (1) The date of the commencement of the accommodation is set implicitly in accordance with the announced days for checking into the dormitory to 4<sup>th</sup> October 2020. The check-in date can be changed to earlier – from 1<sup>st</sup> September 2020 at the earliest. In dormitory Vinařská, block A2, will be possible set check-in date only from 16<sup>th</sup> September, due to reconstruction.
- (2) The date of the termination of the contract can be set arbitrarily, until 30<sup>th</sup> November at the earliest, until 30<sup>th</sup> June 2021 at the latest.
- (3) The Accommodation Contract can be prolonged in the course of the year. The accommodation can be terminated prematurely only by a notice **with a one-months' notice period.**
- (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 bed reservation can be cancelled by a student only in writing at the latest on 20<sup>th</sup> September 2020** by sending an e-mail to: koleje@skm.muni.cz . **It cannot be done by simply cancelling the contract signature.** After the reservation cancellation is confirmed by SKM, the reservation deposit will be transferred to the student's SUPO account. The student can subsequently transfer the deposit to their own bank account.
- (7) After the Accommodation Contract is concluded and the reservation deposit is settled, the bed will be reserved automatically until 11<sup>th</sup> October 2020. At the halls of residence without a permanent reception service (Tvrdého, Náměstí Míru,

Mánesova and Veveří), checking in **outside the official check-in dates** is possible only on weekdays from 8:00 am to 3:00 pm.

Article 5

Checking in

- (1) **Checking into the dormitory will take place on**  
**3<sup>rd</sup> October 2020 8a.m. – 6 p.m.**  
**4<sup>th</sup> October 2020 8 a.m.– 6 p.m.**
- (2) When checking in, students are obliged to present their ID card (passport), ISIC card (students of the first year can provide their ISIC card later).
- (3) If students cannot check in either on the set date or in the period stated above (this applies only to students who have settled the reservation deposit) they are obliged to announce this fact in writing by e-mail where they indicate the date of their check-in **at the latest 2 days before checking in** according to the Accommodation Contract. **Reservation becomes binding after confirmation by the Accommodation and Catering Services.**
- (4) In case of all reservations, the accommodation fee will be paid from check in date stated in the Accommodation Contract.
- (5) When making a long-term reservation, students are obliged to pay the dormitory fee and accommodation deposit within the set period through SUPO. If the fees are not paid, the Accommodation Contract is discharged according to article II paragraph 2 of the Accommodation Contract.
- (6) If the student does not cancel the reservation until 20<sup>th</sup> September 2020 or does not check in on any of the above stated dates, the **Accommodation Contract will be discharged and the reservation deposit will be forfeited.**
- (7) If the student checks in within the set or agreed period, the reservation deposit will be used by the accommodation provider pursuant to the Accommodation Contract.

Article 6

Final Provisions

- (1) Reservations during the academic year follow the instructions at [www.skm.muni.cz](http://www.skm.muni.cz)
- (2) I authorize the accommodation manager to interpret the individual provisions of the Instruction.
- (3) This instruction shall enter into force on the day of its signature.
- (4) This Instruction updates the original Instruction dated 12.3.2020

In Brno, on 16th April 2020

Bc. Kamil Kulíšek  
Director of  
Accommodation and  
Catering Services