

## 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 2022/2023

*(as amended with effect from March 14th, 2022)*

#### Article 1

##### Subject matter

- (1) In accordance with the Accommodation Rules at MU Halls of residence for academic year 2022/2023 (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 11<sup>th</sup> to 20<sup>th</sup> May 2022** as scheduled.

**Only students currently studying at MU (active students) can book a bed.**

April 11th – April 22nd – commencement on April 11th 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 25th – May 6th – commencement on April 25th 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 9th – May 20th – commencement on May 9th 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 1. 8. 2022 at 10:00 a.m.** on schedule. The bed can be reserved until the capacity of the Halls of residence is exhausted.

August 1st – 19th – commencement on August 1st 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 8th – 9th – commencement on 8th at 10:00 a.m.	mixed couples – submitting a written application by email to the person in charge of the relevant dormitory
10th – 11th August	processing and confirmation of reservations for mixed couples
12th – 31st August – commencement on 12th August at 10:00 a.m.	active students of future first years of all studies of the Czech Republic, Slovakia – online reservation
From September 1st – 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 1.9. and 11.9.2022.
- (2) The end date of the contract can be set as you choose, **the minimum length of accommodation is up to 30.11. 2022**, maximum 30. 6. 2023.
- (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 or modify by closing the amendment to the contract**.



- (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) **After the signed the accommodation contract by the student there is not possible to change the reservation!**
- (7) **The reservation of the bed by the student can be cancelled in writing no later than 11.9.2022 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 deposit will be unblocked to the student's SUPO account, from where the student can transfer it to his or her bank account.
- (8) The student who duly concluded the accommodation contract and paid the reservation deposit has a bed reserved until **5 days** from the beginning of the reservation.
- (9) **For all reservations, the residence fee is valid from the date of the agreed start of accommodation according to the accommodation contract.**
- (10) If the student **does not cancel** the reservation by **11.9.2022** or **does not check-in within 5 days from the beginning of the reservation, the accommodation contract terminates and the reservation deposit is forfeited.**

## Article 6 Checking in

- (1) **Check-in the accommodation is possible from the agreed start of accommodation according to the accommodation contract.**

**In dormitories with with a non-stop reception service, it is possible to check-in anytime.**

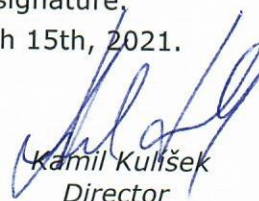
**In dormitories without non-stop reception service, it is possible to check-in during working days from 8:00 a.m. to 3:00 p.m. by accommodation provider or from 7:00 p.m. to 7:00 a.m. on the reception, during weekend only from 7:00 p.m. to 7:00 a.m. on the reception.**

- (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](http://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 March 15th, 2021.

Brno, 1st March 2022

  
Kamil Kulíšek  
Director