

**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 2023/2024**

(valid from 10 March 2023)

Article 1

Subject matter

- (1) In accordance with the Accommodation Rules at MU Halls of residence for academic year 2023/2024 (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 – only for MU students - 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 2nd to 25th May 2023** as scheduled.
Only students currently studying at MU (active students) can book a bed.

May 2nd – May 12th – commencement on May 2nd at 10:00 a.m.	currently accommodated active students – only for MU students - only their current bed can be booked – online booking
	mixed couples – only for MU students - submitting a written application to your existing bed by email to the person in charge of the relevant dormitory
May 15th – May 25th – commencement on May 15th at 10:00 a.m.	currently accommodated active students – only for MU students - any available bed can be booked – online booking
	mixed couples – only for MU students - submitting a written application by email to the person in charge of the relevant dormitory

- (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 17. 7. 2023 at 10:00 a.m.** on schedule.

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

July 17th – July 31st – commencement on July 17th at 10:00 a.m.	active Erasmus and Degree students – only for MU 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 7th – August 31st – commencement on August 7th at 10:00 a.m.	active students of future first years of all studies of the Czech Republic, Slovakia - only for MU students – 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 17.9.2023.
- (2) The end date of the contract can be set as you choose, **the minimum length of accommodation is up to 30.11. 2023**, maximum 30. 6. 2024.
- (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) – only for MU students- is only possible via the accommodation provider of the relevant dormitory and only individual twin rooms can be booked 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 late than 17.9.2023 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 **17.9.2023** 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.

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, complete the **Electrical Device Application**, take **the form to take over the room, check the room**, any defects and deficiencies in this form and return it to the person in charge of accommodation or reception.

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 March 14th, 2022.

Brno, 10 March 2023

Kamil Kulíšek
Director