

Detailed Rules for Accommodation Provided to Full-Time Students in the Academic Year 2021/2022 – General Requirements (Applicable to students who have concluded the Accommodation Contract)

1 List of abbreviations used

MSI = MSI external accommodation facility, nám. TGM 1281, Zlín;

U6 = Residence Hall Antonínova 4379, Zlín;

U12 = Residence Hall TGM 3050, Zlín;

STAG = Information System for Studies' Administration;

ISKAM = Information System of the Halls of Residence and Refectory;

AY = academic year;

EN = English;

CZ = Czech;

SR = Slovak Republic;

CR = Czech Republic;

HRR = Halls of Residence and Refectory;

HEI = higher education institution;

TBU = Tomas Bata University in Zlín.

2 Contacts

Accommodation Officer for the MSI, e-mail: koleje-u7@utb.cz

Accommodation Officer for U6, e-mail: koleje-u6@utb.cz

Accommodation Officer for U12, e-mail: koleje-u12@utb.cz

3 Applications in brief

1. Login in to the ISKAM system – enter student's login and password;
2. Confirm the consent to the processing of personal data;
3. In the event that the new international student has not been assigned login details, he/she has to register with the ISKAM system as the first thing;
4. Check the accuracy of personal data (corrections to the personal data can be made in the STAG system);
5. Select the appropriate type of waiting list and submit the application for accommodation (hereinafter referred to as the "application") – students will receive a confirmation e-mail;
6. Pay the deposit;
7. Check the status of the application;
8. Students shall receive a notification – an e-mail message containing information about their application having been granted;
9. Select a bed (applies only to the CR and SR waiting list before the beginning of the AY);

10. Read the Accommodation Contract and confirm it electronically;
11. Book the move-in date through the website (applies only to the CR and SR waiting list before the beginning of the AY);
12. Pay the rent, print out the Student Registration Card;
13. Move in the accommodation facility.

4 Types of waiting lists

CZ + SK 2021/2022 = a student studying in the Czech language;

International Student 2021/2022 = an international student studying in the English language;

Czech Language Course 2021/2022 = an international student taking the Czech language course (preparation for further studies at TBU in CZ);

Erbil – Czech Academic City 2021/2022 = a long-term student from Erbil only.

5 Types of Accommodation Contracts

1. **Accommodation Contract valid until 30 June** of the current AY – intended for all students. Before 30 April, the housing period can be extended by an Amendment to the Accommodation Contract until the end of the AY = 31 August.
2. **Accommodation Contract valid until 31 January** – intended for international students in Erasmus programmes, Freemovers and students in other degree programmes carried out in EN coming to study at TBU in the winter semester. Before 30 November, the housing period can be extended by an Amendment to the Accommodation Contract until 30 June or as required by studies, however, always for the duration of an entire month.

The Accommodation Contract concluded can only be terminated in compliance with the provisions specified in the Accommodation Contract (by a mutual agreement concluded in writing no less than 2 months in advance or by a written notice of withdrawal sent no later than a month before the Accommodation Contract termination date).

5.1 **A student, whose Accommodation Contract, Amendment or Agreement is close to the expiry date and who needs to extend his/her housing period by one or more nights in the following month, may be further accommodated provided that:**

- a) The student makes prior agreement with the Accommodation Officer by email.
- b) The current bed capacity of the TBU Residence Halls allows an extension of the housing period.
- c) On the date of the termination of the Accommodation Contract, the student pays for the relevant number of nights in accordance with the Price List – Temporary Accommodation Available to the Public (including the night when the Accommodation Contract terminates) at the reception.
- d) The Internet connection is automatically deactivated once the Accommodation Contract is terminated (it is later automatically reactivated for short-term accommodation).

The HRR reserve the right to move the student to a room intended for the public, if necessary due to current circumstances in the TBU Residence Halls (e.g. the bed has been booked in advance).

6 Submission of applications for accommodation

1. Applications for accommodation in the TBU Residence Halls and in the MSI for the current AY shall be submitted by students in electronic form in the ISKAM system from 9 June 2021 for the winter semester and from 6 December 2021 for the summer semester.
2. Applications for accommodation may only be submitted by students who have duly enrolled on a degree course at the relevant TBU Faculty (The student must be registered in the STAG.).
3. A new international student (applies only to studies carried out in EN, CZ course and the student from Erbil), who has not been assigned login details to the TBU portal, has to register with the ISKAM system as the first thing, and then submit the application for accommodation.
4. Booking of a bed in the ISKAM system is allowed from 1 September 2021 for the winter semester and from 1 February 2021 for the summer semester.
5. After commencement of the AY or after the facilities have been filled to capacity, the booking date may change depending on the availability of beds.
6. Prior payment of a deposit amounting to CZK 3,000 forms part of the submission of the application for accommodation in the ISKAM system.

6.1 Students:

- a) are allowed to have just one registration = 1 account in the ISKAM accommodation system during the entire length of their studies at TBU. Having two registrations causes a duplicate error and the HRR shall bear no liability for the problems with applications and payments which may arise. Repeated registration of the same student and the subsequent removal of the duplicate registration is charged in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín. In the event that a student wants to cancel a duplicate registration, he/she must contact the IT staff by email: (koleje@kmz.utb.cz).
- b) During one AY, a student is allowed to submit no more than 1 application for accommodation. In the event that an application has been submitted in an incorrect manner it is necessary to apply for a cancellation thereof by e-mail at: koleje-U7@utb.cz and wait for an answer; only afterwards, a new application may be submitted.
- c) are responsible for accuracy of their personal data in the STAG system, which must be identical to the data in the ISKAM system.
- d) must confirm the consent to the processing of their personal data in the ISKAM system.
- e) A special needs student must immediately after the submission of his/her application for accommodation send a request for a wheelchair accessible room or a single room by email to koleje-u7@utb.cz.

In order to meet the requirement, it is necessary to provide evidence of the specific needs in accordance with the Rector's Directive No. 2/2020 on the Support of Special Needs Students.

7 Processing of applications for accommodation

1. Applications for accommodation:
 - a) will be registered according to the date and time of their submission (see also Article 6 Paragraph 6) and must meet the commuting time criterion (applies to the CR + SR waiting list only).
 - b) will be continuously granted depending on the current availability of beds in the TBU Residence Halls and the MSI (applies to the CR + SR waiting list only for students in their 2nd and higher years of studies).
 - c) will be gradually processed in accordance with the enrolment to study at relevant Faculties and their proportional allocation of booked beds in accordance with the number of students at relevant Faculties and the availability of beds in the TBU Residence Halls and the MSI (only the CR + SR waiting list for 1st-year students).
 - d) will be registered according to the date and time of their submission (see also Article 6 Paragraph 6) and continuously processed in accordance with the availability of beds in U12 and the MSI (except for the CR + SR waiting list).
 - e) will be granted and beds will be allocated one by one, depending on the availability of beds until all applications are satisfied, and that also during the academic year.
 - f) submitted by special needs students shall be prioritized, depending on the current availability of beds.
 - g) which do not meet the commuting time criteria will be granted depending on the bed capacity available.
 - h) submitted by PhD students – if they are granted, PhD students are preferentially assigned rooms on the 5th floor of U12, depending on the current availability of beds. At the same time, PhD students are required to apply for accommodation also by email: reditel@utb.cz (proceed in accordance with the Rector's Directive No. 36/2021).
2. Students are required to monitor the status of their application in the ISKAM system or on the website (nastupykmz.utb.cz).
3. If a student does not want to wait until a bed in the TBU Residence Hall is available, he/she is required to immediately cancel the accommodation booking in electronic form by sending an email to: koleje-U7@utb.cz and request a refund of the deposit to an account held in the Czech Republic, which he/she shall enter in the ISKAM system or via the payment gateway in the ISKAM system (only if he/she has paid the deposit in such a manner).
4. If there are available beds allocated to particular Faculties, they will be reallocated proportionally to the remaining Faculties a week after the enrolment at the last Faculty takes place.

8 Students will be receive information to the e-mail address specified in the ISKAM about:

- a) granting of the application.
- b) options for the selection of a bed (applies only to the CR + SR waiting list and granting of the application before the commencement of the AY).
- c) booking of the bed.

9 Rejection of application

The HRR reserve the right to reject the application submitted by the student in the event that he/she has not covered all liabilities for the past periods, he/she has seriously infringed the Residence Halls and Housing Rules in the preceding period, or failed to observe the Rules for Accommodation and other regulations issued by the HRR.

10 Allocation of rooms

1. In case of applications granted before the Residence Halls/MSI have been filled to capacity, students (applies to the winter semester and to students studying degree courses carried out in CZ – the CR + SK waiting list) will be provided access in the ISKAM accommodation system, enabling them to choose a bed in a particular room in the allocated Hall/at the MSI.
2. The date on which the Residence Halls are filled to capacity for the relevant Faculties and the waiting lists will be posted in the News on the HRR website.
3. Please note: A preferred room chosen in the ISKAM system in the past AY does not automatically include the booking of a bed for the current AY.
4. A bed will be assigned automatically:
 - a) to a student who fails to select a room on his/her own.
 - b) in case of applications granted after the Residence Halls/MSI have been filled to capacity.
 - c) to international students (not included in the CR + SR waiting list), who are not allowed to choose their roommate, the room or the TBU Residence Hall, due to capacity and organizational reasons; the students will be allocated rooms depending on the bed capacity available at U12 and at the MSI.
5. Mixed-sex accommodation is allowed only at the MSI in double rooms with no sanitary facilities, depending on the availability of beds, and that upon a written request sent to the e-mail address: koleje-U7@utb.cz on the date of submission of the application.
6. The HRR reserve the right to change the booking of a bed due to organizational or operational reasons.
7. The bed capacity of the TBU Residence Halls and the MSI is limited, i.e. the HRR cannot guarantee that all duly submitted applications will be granted.

11 Commencement of accommodation

11.1 Applications granted before the commencement of the AY– Students are required to:

- a) Book an exact move-in date through the website (link to be added later) (applies only to the CR + SR waiting list).
- b) Pay the rent for the first month – price in accordance with the Accommodation Contract.
- c) Arrive in the accommodation facility (= take over the assigned room) on the date which he/she has specified in the table of arrivals on the website (applies only to students in the CR + SR waiting list, whose applications have been granted before the commencement of the AY).
- d) Arrive in the accommodation facility no later than 3 working days of the booking date (the booking date included, and this does not apply to the CR + SR waiting list).

11.2 Applications granted after the commencement of the AY– Students are required to:

- a) Arrive in the accommodation facility within 3 working days of the booking date (the booking date included) (the booking date is visible to students in the ISKAM system; they will also receive an email – see Article 8) in the office hours of the Accommodation Officers (<https://kmz.utb.cz/en/accommodation/halls-of-residence/office-hours-accommodation-officer/>).
- b) Pay the rent for the first month covering the period from the booking date to the end of the current month, in which the accommodation commenced.

11.3 General information about commencement of accommodation

1. Before arrival, students are obliged to:
 - a) Check the accuracy of personal data in the STAG and, if there are any discrepancies, correct them without delay in cooperation with the relevant Student Affairs Office. The data from the STAG are imported to the ISKAM in accordance with the student's consent to the processing of personal data.
 - b) Read and electronically confirm the consent to the Accommodation Contract in the ISKAM.
 - c) Complete and print out the form “Student Registration Card” available on the website of the HRR.
 - d) Enter and check the number of the bank account held in the CR in the ISKAM and allow direct debit payments (if the resident intends to pay the rent by direct debit payments in the following months).
2. Upon arrival, students are obliged to:
 - a) Present an ID card and a TBU student card or the ISIC card (if the card has not been issued yet, he/she is allowed to submit it later).
 - b) Present a printed and completed Student Registration Card.
 - c) Submit the printed Accommodation Contract for visa purposes (students who need visa permit only).

3. Students are only allowed to arrive in the Residence Halls on a day other than that stated in the booking after prior arrangement with the Accommodation Officer of the relevant Residence Hall.
4. If a student cannot move in the TBU Residence Hall due to serious reasons (e.g. illness), he/she shall inform the Accommodation Officer of the relevant TBU Residence Hall by e-mail about this fact, and that no later than before the booking date. In such a case, the relevant bed continues to be booked and the student shall pay the rent starting from the original booking date. A bed is booked only for the period for which the charge for accommodation (rent) = rent advance payment has been paid. The rent already paid shall not be refunded. A deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll., Civil Code, as amended.
5. Students who fail to move in to the Residence Hall on the given dates without an excuse will be automatically excluded from the waiting list, and will lose entitlement to accommodation within the original waiting list; the deposit shall be forfeited in full. A deposit which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll., Civil Code.
6. Students who, in exceptional cases, arrive in the Residence Hall on weekend days or outside office hours of the Accommodation Officer are obliged to present themselves in the office of the Accommodation Officer no later than the following working day during the office hours to arrange the necessary formalities.
7. Students moving in the MSI are obliged to present themselves in the office of the Accommodation Officer or the receptionist in the Residence Hall Antonínova in advance.
8. **Students:**
 - a) Upon arrival, they will receive: Bed linen, room keys, and Bed Linen Change Card, which they shall complete according to instructions, sign and, subsequently, submit to the Accommodation Officer or to the receptionist.
 - b) **moving in to the MSI shall receive a chip card and the key after paying a refundable deposit of CZK 300.**
 - c) International students (including students from the Slovak Republic) are obliged to complete a report for the Aliens' Registration Office in person upon their arrival (in compliance with the Act No. 326/1999 Coll. **on the Residence of Aliens in the Territory of the Czech Republic, and on alterations and amendments to other Acts, as amended.**
 - d) shall arrange all the formalities necessary for accommodation in the relevant TBU Residence Halls with the Accommodation Officer. They shall obtain the registration label specifying the relevant building of the TBU Residence Halls. The registration label shall be stuck onto the TBU student card, or onto the ISIC card and it shall entitle the student to enter the building of the relevant TBU Residence Hall (In the event that the student has not been issued with a TBU student card or the ISIC card yet, he/she shall be provisionally issued with the Temporary Residence Hall card.).

- e) who have missed the deadline for adding their electronic signatures to the Accommodation Contract and own no Contract for visa purposes, shall receive and sign the Accommodation Contract in printed form.
- f) coming from countries requiring visas shall, after submitting the Accommodation Contract for visa purposes to the Accommodation Officer, receive and sign the Amendment to the Accommodation Contract in printed form.
- g) After arranging all formalities with the Accommodation Officer and entering data in the STAG information system by the relevant Faculty, the student must log in to the ISKAM system using his/her university login and password and contact the IT staff of the HRR (this does not apply to the CR + SR waiting list) and may have the Internet connection in his/her room activated (at U6 and U12 only).
- h) The person moving in the Hall U6 or U12 shall check all the equipment at the assigned accommodation place and shall specify all detected defects in the 'handover of the assigned place' in the ISKAM system no later than 24 hours of moving in.

12 Stay in the TBU Residence Halls and in the MSI accommodation facility

- 1. Students are required to:
 - a) Pay the rent in a timely manner in accordance with the Accommodation Contract.
 - b) Keep the assigned accommodation place in a clean and tidy condition.
 - c) Use own appliances only if their use is permitted.
 - d) Sort waste and later transfer it to marked containers.
 - e) Report any detected defects immediately to the receptionist in the TBU Residence Halls or in the MSI accommodation facility.
- 2. Every second Wednesday of each month, the staff of the HRR carry out regular checks as to whether the rooms, kitchenettes and sanitary facilities are kept in a clean and tidy condition.
- 3. The HRR reserve the right to change the booking of a bed (building, room) due to organizational or operational reasons.

13 Termination of accommodation in the Residence Halls

The accommodation shall be terminated no later than on the date set out in the Accommodation Contract (or in the Amendment to the Accommodation Contract/Agreement on the Termination of the Accommodation Contract or a written notice of termination of the contract). The exact date of the handover of the assigned accommodation place must be agreed upon by prior arrangement with the Accommodation Officer in the relevant TBU Residence Hall by email – by agreement with the Deputy Accommodation Officer of the Residence Halls of TBU in Zlín in the absence of the Accommodation Officer.

13.1 When terminating the accommodation, students (in person) are required to:

- 1. **Return the assigned room** and the shared facilities (sanitary facilities, kitchen) of the dormitory incl. the stove, all of them **in a clean and tidy condition, to the chambermaid between 7:00 and 13:00 on working days**, and that also

in the event that one of the residents moves out earlier than his/her roommates. The last student leaving the dormitory must return a cleaned and defrosted fridge. This is also applicable if the student intends to leave the housing on a weekend day or on a public holiday.

- a) The chambermaid must confirm that the room and shared facilities have been duly returned by signing the student's Bed Linen Change Card.
2. Return all borrowed equipment at the reception (bed linen). The person taking over the borrowed equipment (cleaning staff or the receptionist) shall confirm the return of the equipment by signing the student's Bed Linen Change Card.
3. Return the chip card and the key and collect the deposit of CZK 300 (applies to students accommodated at the MSI only).
4. In the event of damage to the property of the MSI, settle the liabilities at the reception of the MSI.
5. **Check out, i.e. inform the respective Accommodation Officer in the office hours when leaving the accommodation**, and that also if the student intends to leave the housing on a weekend day or on a public holiday (settle the account = pay in cash all the resident's liabilities to the Residence Halls of TBU in Zlín, return the identification label, Bed Linen Change Card and the keys). Please note: When leaving the accommodation on a weekend day, the keys and the bed linen shall be returned to the receptionist upon departure.
6. Move out all items that are not property of the HRR no later than the day of departure.

The deposit or the remaining amount of the deposit shall be refunded to the student upon departure provided that all the rules of the HRR have been observed.

All assigned areas handed over must be returned by the student in a condition as at the time when occupied, without damages and losses and in the original layout.

If a student fails to observe all the rules mentioned above and laid down for a termination of the accommodation, he/she must pay the relevant fee as set in the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín.

The deposit which will not be refunded to the student due to his/her failure to observe the contractual conditions in the Accommodation Contract = fine, will not be used to cover other outstanding liabilities (damages, rent and the relevant fees as set in the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín).

A deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll., Civil Code.

Students who fail to hand over the assigned place in accordance with the regulations or fail to pay all charges to the HRR, will not have the Report on the Settlement of Liabilities to the HRR confirmed. The aforementioned Report must be submitted to the Student Affairs Office/International Office upon termination of studies at TBU.

14 Deposit

1. The obligatory deposit forms part of the accommodation application.
2. By paying the deposit, the student confirms his/her interest in being provided with accommodation in the Residence Halls of TBU in Zlín and the MSI.
3. After moving in, the booking deposit is automatically converted into the accommodation deposit.
4. The deposit cannot be transferred to another person.

14.1 Deposit refund policy applicable to TBU students

1. The student who has not been allocated accommodation yet and requests a cancellation of the application for accommodation applying for a refund of the deposit by e-mail (koleje-u7@utb.cz), will be refunded **CZK 3,000**.
2. The student who cancels by e-mail (koleje-u7@utb.cz) the allocated and booked accommodation in the Residence Halls in writing no later than 6 days prior to the original booking date in the ISKAM system will be refunded **CZK 2,000**.
3. The student who request the cancellation of the allocated and booked accommodation in the Residence Halls by e-mail (koleje-u7@utb.cz) 5 days - 1 day prior to the booked date of arrival in the ISKAM system, on the date of arrival in the ISKAM, or fails to arrive in the Residence Halls on the specified date **is not entitled to be refunded the deposit**.
4. The student who request the cancellation of the allocated and booked accommodation in the Residence Halls by e-mail (koleje-u7@utb.cz) no later than 11:00 (11 a.m.) of the day following after the e-mail confirming the booking of a bed was sent, shall be refunded **CZK 2,500**. This only applies to bookings granted after 13 September 2021 = winter semester and after 7 February 2022 = summer semester.
5. A deposit or a part thereof which has not been refunded constitutes a contractual fine (default charge) in compliance with § 2048 of the Act No. 89/2012 Coll., Civil Code.

14.2 The deposit is refundable in the following exceptional cases:

The full amount of the deposit shall be refunded to students who have booked their accommodation and already moved in to the Residence Halls but who plan to cease their studies at TBU due to objective and substantiated reasons – e.g. a serious illness, an injury (confirmed by a specialist doctor no later than within 10 days of the termination of the accommodation).

14.3 Use of deposit

1. The deposit is kept on the ISKAM account of the student (resident) throughout the whole housing period and shall be returned as calculated on the date of the termination of the contractual relationship.

2. After the termination of the accommodation, the HRR are entitled to use the deposit to offset claims - amounts owed by the resident, if the resident fails to duly pay such claims in time. The deposit shall be used for settling the claims in the following order: 1. Contractual fines (default charges), 2. Compensation for damage in accordance with the Charges for Damages Valid for Residents in the Halls of Residence of TBU in Zlín, 3. Rent and 4. Other payments in accordance with the Price List. The remaining amount of the deposit will be refunded to the student after the housing period was terminated, provided that the rented premises were duly returned to the accommodation provider and all the rules laid down were observed. The resident is not entitled to receive any interest accrued from the deposit paid.
3. After the accommodation was duly terminated, the student interested in accommodation in the next AY may leave the deposit on his/her account; the deposit will automatically be transferred to the following AY.
4. After due termination of the accommodation, the student shall request the refund of the deposit or a part thereof or of the overpayment to the resident's bank account held in the CR, which he/she shall enter in the ISKAM system, or via the payment gateway (only if he/she has paid the deposit in such a manner, and that no later than within 6 months of the termination of the accommodation). International students may request the refund of the deposit in cash.
5. If the student does not request the refund of the deposit, the deposit shall remain on the account in the ISKAM system.

15 Payments

15.1 Payment of the charge for the accommodation (rent) for the first month

1. The payment must be credited to the account in the ISKAM no later than the booking date. The manners in which the payment may be made are described under Options for the payment of the deposit and the rent.
2. If the student arrives earlier than stated in the booking, he/she will be charged for accommodation in accordance with the Price List – Temporary Accommodation Available to the Public.

15.2 Payment of the charge for the accommodation (rent) for the following months

1. The payment must be credited to the account in the ISKAM system no later than the tenth day of the particular month – see Options for the payment of the deposit and the rent.
2. **If the payment of the charge is in arrears** for longer than until the tenth day of the particular month due to be paid for, the resident is obliged to pay a **default charge amounting to CZK 300** to the HRR.
3. **If the total amount of the charge for the accommodation (rent) including default charges has not been paid by the resident until the fifteenth day** of the particular month due to be paid for, the accommodation provider is entitled to terminate

the Accommodation Contract by **giving a notice**, and the resident's **deposit shall be used for settling the claims in the order as specified above. The student is obliged to pay the total outstanding amount** and move out from the TBU Residence Halls or the MSI within 5 days.

4. **If a student terminates his/her accommodation before the end of the relevant month, he/she is not entitled to a reimbursement of the proportional part of the charge paid for the accommodation (rent).**
6. If a student's Accommodation Contract concluded is still valid, and the student intends to leave the Czech Republic for a short period of time, he/she is required to arrange for his/her rent to be paid in advance.
7. Students are allowed to pay the rent for several months in advance.

15.3 Options for the payment of the deposit and the rent:

1. Using the payment gateway – after logging in to the ISKAM system: Menu Accounts ➔ Main account ➔ Charge (the payment is credited immediately to the account in the ISKAM system).
2. Cashless payment or a cash deposit credited to the account of the accommodation provider No. 107-7297170247/0100. It is necessary to enter the variable code (VS); payments with no variable code cannot be identified! VS: Number generated after logging in to the ISKAM system.
3. In cash to the Accommodation Officer – the student must be registered in the ISKAM system.
4. In cash or using a credit card at the reception of a TBU Residence Hall.
5. By direct debit payment – can be used only for the payment of the rent from the month following the date of the commencement of accommodation (The collection orders for a direct debit payment of the rent are entered once per month, no later than the fifth day of the relevant month).

15.4 Bank details for payments of deposit and of the charge for accommodation (rent)

Komerční banka, a.s.

Name surname:

UTB-KMZ

Bank account number:

107-7297170247/0100

IBAN:

CZ94 0100 0001 0772 9717 0247

Swift code:

KOMBCZPP

It is necessary to enter the variable code (VS); payments with no variable code cannot be identified! VS: Number generated after the registration in the ISKAM accommodation system.