

Information for TBU Students Accommodated at the MSI Accommodation Facility


Students are accommodated under an Accommodation Agreement concluded with HRR, which remains valid no later than 30 June 2027.

Students shall comply with the HRR Rules and with the Operating Regulations of the MSI Accommodation Facility. The Operating Regulations are available on the notice boards located at the reception desk and on each floor of the building.

Matters to Be Arranged with HRR

(Accommodation Officer – U7, Štefánikova 150, Zlín)

- accommodation application in Dimenso ISKAM, including payment of the deposit
- booking an accommodation unit check-in appointment in Dimenso ISKAM
- arrival for accommodation and completion of all required accommodation formalities (must be completed before arriving at MSI)
- the Accommodation Agreement and any amendments thereto (e.g. termination of accommodation through Dimenso ISKAM)
- obtaining an identification sticker or a temporary resident card
- collection of the Bed List
- collection and return of keys and access chip upon arrival and departure
- confirmation of accommodation unit takeover in Dimenso ISKAM
- reporting chargeable electrical appliances before bringing them to the accommodation facility (koleje-u7@utb.cz), in accordance with the List of Permitted Electrical Appliances
- payment of accommodation fees, late payment penalties, sanctions, and charges for electrical appliances
- requests for a change of accommodation unit
- exchange of a temporary resident card for an identification sticker (no later than five working days after receiving the student card)
- logging into Dimenso ISKAM using university credentials and contacting the HRR IT Technician (IT@kmz.utb.cz) no later than five working days after the relevant faculty has entered the student's details into STAG (does not apply to the CZ + SK waiting list)
- booking an accommodation unit handover and check-out appointment in Dimenso ISKAM
- return of the identification sticker, keys, access chip, and Bed List
- settlement of all outstanding liabilities towards HRR
- refund of the deposit
- termination of accommodation
- issues Related to Accommodation

 Accommodation may be terminated only after the Bed List has been signed off by the MSI reception desk, confirming that the accommodation unit has been handed over clean, undamaged, in its original layout and arrangement, and that any damages or outstanding charges have been paid in full.

Matters Handled by the Student at the MSI Reception

- registration upon taking over the room (no later than the next working day)
- international students (including students from the Slovak Republic): completion of the registration form for the Foreign Police
- submission of the Bed List
- handover and takeover of the accommodation unit upon arrival and departure (the accommodation unit must be handed over in the same condition as on the day of arrival, i.e. clean, undamaged,

and in its original layout and arrangement). Reservation dates can be verified by MSI staff in Dimenso ISKAM.

- internet connection (Wi-Fi)
- borrowing of an iron, vacuum cleaner, and cleaning equipment
- collection and exchange of bed linen (free of charge once per month on designated dates)
- reporting defects through Dimenso ISKAM or directly at the reception desk
- daytime visitors (permitted between 8:00 a.m. and 10:00 p.m.). All visitors must be recorded in the Visitor Log. Visitor details must be completed in accordance with the template provided in the Visitor Log. When reception staff are unavailable, the Visitor Log is available at the reception desk.
- reporting lost keys or access chips
- reporting damage to MSI property and settlement of compensation for such damage
- return of bed linen and bedding (duvet and pillow) upon termination of accommodation
- confirmation of the Bed List upon termination of accommodation
- settlement of liabilities for damaged property
- arranging accommodation during July and August

Chargeable Services at MSI

- use of the washing machine and tumble dryer – CZK 120 per cycle
- laundry detergent – CZK 10
- fabric softener – CZK 10
- bed linen exchange at the resident's request – CZK 50 per Exchange
- temporary replacement key/access chip – CZK 200
- issue of a new key/access chip – CZK 500
- purchase of an extension lead – CZK 300 (if using a personal extension lead, it must comply with ČSN 33 160 standards)
- purchase of an internet connection cable – CZK 100
- emergency call-out caused by the student's actions – CZK 500

MSI Reception opening hours


Monday – Friday:
6:00 a.m. – 8:00 p.m.

Saturday, Sundays and Holidays:
Reception closed

Emergency Assistance Outside Reception Opening Hours

In the event of serious issues (such as an emergency, loss of a key or access chip, or other urgent situations occurring outside reception opening hours)

 **+420 605 731 513**

 Emergency call-outs caused by the student are subject to a charge..

Summer Accommodation (July–August)

Students interested in summer accommodation at MSI must submit their request directly to MSI by e-mail

 recepce@msi-zlin.cz

 no later than 30 April 2027