

MANUAL FOR ACCOMMODATION IN CTU DORMITORIES



Prior to arrival to the dormitory, you shall pay a refundable monetary deposit payable by 26 August 2014 and accommodation services for the month of September together with other charges payable by 30th September 2014 by transfer to the CTU Service Facilities Administration's account (SFA). If this deposit is not received by 26 August 2014, the reservation will be cancelled.

(With exception of exchange students)

CHECK-IN

ARRIVAL AT THE DORM.

Check-in.

- After arriving at the dormitory, register in the matron's office during office hours.

If you are going to arrive outside office hours, or during the weekend, you have to inform the department of accommodation, in office hours, before you arrive.

- Before occupying your room, you will be asked in the matron's office to sign the accommodation agreement and the standard insurance contract, and to pay the standard insurance fee of CZK 300. Register your notebook, video or photo camera and other valuables for the insurance contract.

(Note that the standard insurance contract, for CZK 300, covers valuables for a maximum total cost of CZK 100.000. You are advised to insure non-basic items through the dormitory when you enter the dormitory – otherwise they will not be covered.)

If you are allowed to check in to your room outside office hours, you will receive a key at the reception and you will arrange all administrative procedures and payments on the next working day.

Don't forget that you will need a photo (passport format, 3x 4 cm).

For exchange students: you will be required to pay a deposit, rent for the current month, an electricity deposit and insurance, if you didn't pay it previously. (All these payments are in cash, so you will need approximately CZK 7.000).

- Subsequent payments will be made by bank transfer (from your Czech account), or in cash (in the Masarykova dorm, in Strahov Block 1 administrative building, or in the Podolí dorm).

Payment can be made by card at the Masarykova dorm and at Strahov main reception at Block 1, but there will be a CZK 50 charge.

- You will receive the key to your room.

OFFICE HOURS:

Usually from Mo–Th: 8.00 – 11.00, 12.00 – 13.00,
Fr: 8.00 – 11.00

Check the office hours at your dormitory here:
www.suz.cvut.cz/en/dormitories

INTERNET

- On the notice-board at your dormitory you will find the list of network administrators.

Detailed information is available on the website of your dormitory:

Sinkule: www.sin.cvut.cz/?q=cs/o-klubu

Orlík: www.ok.cvut.cz

Bubeneč: www.buk.cvut.cz

Masarykova: www.mk.cvut.cz

Podolí: www.pod.cvut.cz

Strahov: www.siliconhill.cz

- You should contact the network administrator.
- The payment for the internet connection is made by bank transfer, from your Czech bank account, or you can make the transfer in a bank. The price for unlimited high-speed internet access is CZK 800 per semester.

Further information can be found on the notice-board in the dormitory.

- The internet connection will be activated after payment has been received. There are lot of requests for an internet connection at the beginning of the academic year, so activation may take 3 days.

HOUSE RULES

If you want to avoid problems, remember:

- Present your valid accommodation pass to the porter without challenge whenever entering the building.
- Keep to the rules on night-time peace and quiet and the basic requirements for living together (no noise disturbance 10 p.m. – 6 a.m.).
- Lock your room when leaving or while sleeping.
- Do not leave lights and electric appliances turned on when you leave the dormitory.
- Register all your electric appliances. Electric appliances must be certified. (You can have them certified by REVEL company)
- Keep the room clean.
- Smoking is allowed only in specially designated areas.
- Read the Accommodation Rules, the Dormitory Rules, the Accommodation Agreement and other instructions carefully. You will sign an agreement stating that you will comply with them.
- Read the information on the notice-board.
- Pay the rent and other services on time, not later than the 15th day of the month.

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YOUR NEW HOME

LIVING AT THE DORM

- You will get a room, a bathroom and a kitchen for your disposition, depending on the accommodation you have chosen. You will need to provide your own dishes and cutlery.

You can find information about equipment and services at the dormitories here <https://www.suz.cvut.cz/files/equipment.pdf>

- You have the right to change your bedlinen every 14 days.
- At the dormitory, a washing machine, a dryer, a vacuum cleaner and an iron are available. Ask at reception for access to these appliances. Some services are paid, but in most cases you are only asked to leave your accommodation pass as a deposit.
- Report any faults or malfunctions to reception.
- To facilitate communication with the receptionist at your dorm, you will find visual bilingual cards at the reception.

STUDY

- Each dormitory has its own study rooms.
- The National Technical Library, on the main Dejvice campus, has study rooms that are open nonstop. You can also rent a study cubicle of your own on the top floor of the National Technical Library. (More at: www.techlib.cz/en)

SPORT

- Some of the dormitories have their own sports area and facilities. You can reserve an indoor or outdoor facility at the reception of the dorm, for example for a football match :-).
- The CTU Institute of Physical Education and Sport provides a wide range of sports facilities: www.utvs.cvut.cz/en

NEED HELP?

Do not hesitate to contact SFA CTU:

Jitka Pařízková, DiS. or Ing. Mgr. Petra Solimanová: ubytovani@suz.cvut.cz

www.suz.cvut.cz/en/contact/accommodation-department

Useful links:

The CTU Service Facilities Administration: www.suz.cvut.cz/en

Information about accommodation: www.suz.cvut.cz/rezr/en

Accommodation scenario: www.suz.cvut.cz/files/scenario_en_14_15.pdf

General Terms of Accommodation: www.suz.cvut.cz/files/gta_2014_2015.pdf

Schedule of Accommodation: www.suz.cvut.cz/files/sa_2014_2015.pdf

List of payments, fines, electricity charges, charges for visitors, etc.:

www.suz.cvut.cz/files/list_of_payments_1_12_2013.pdf

Accommodation price list: www.suz.cvut.cz/files/dormitory_fees_13.pdf

Sports activities: www.suz.cvut.cz/en/others/on-campus-sports-fields

Dormitory fee payment: www.suz.cvut.cz/files/payments.pdf

VISITORS

- Visits are allowed for max. 3 days and max. 10 visits per month. Visitors must be registered at reception. Remember that you are personally responsible for your visitors.

CHANGING YOUR ROOM/DORMITORY

- You can ask to change your accommodation. This can be done after 10th November 2014. A change can be made once a year. You may present a formal request to the matron of the dormitory that you would like to move to. The decision depends on free capacity in the dormitory. The easiest way is to find someone who is going to leave the dormitory that you would like to move into.

LEAVING THE DORMITORY

- Your last day at the dormitory is not later than the last day of the validity your agreement, unless you have extended your agreement. You must check out during office hours, in the morning.
- Before checking out, your room must be inspected. Don't forget to return the key.
- If you want to leave the dormitory before the end of your accommodation agreement, you must announce this fact a minimum of 30 working days before you want to check-out.
- If you want to stay in the same room for the next academic year, it is necessary to make a reservation personally at the matron's office before a certain date, in person.

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www.suz.cvut.cz/en/dormitories

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www.studyatctu.com

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advisor@studyatctu.com

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