

Accommodation Schedule for the 2026/2027 Academic Year

University Halls of Residence, University of Hradec Králové

Article 1

Submission of applications for accommodation

- 1) Applications for accommodation must be submitted by full-time students of the UHK or applicants accepted for study at the UHK within the deadlines specified in Article 2 of this document.
- 2) Applications for accommodation in the UHK Halls of Residence must be submitted electronically for each academic year via the ISKAM portal ubytovani.uhk.cz → “Accommodation” → “Applications for accommodation (waiting lists)”. Prospective students and students entering their first year of full-time study must log in via the ISKAM portal at: ubytovani.uhk.cz/login to submit their application. Students entering their first year will receive their login details via an automated email from the UHK once they have been admitted to study.
- 3) Students on exchange programmes (Erasmus) and international students (self-payers) of their future first year of a study programme taught in a foreign language (hereinafter the “International Students”) do not submit their applications electronically themselves; their applications are submitted via the coordinator of the International Office of the relevant UHK faculty. The International Students are obliged to inform the coordinator of the UHK International Office of the start date of their accommodation by the deadline specified in Article 2 of this document. The specified start date of accommodation is binding and is considered the date of accommodation booking for such a student, i.e. the date on which payment for accommodation begins, regardless of the actual date of moving into the accommodation.

Article 2

Schedule for submission and assessment of applications

Round 1 (current UHK students)	
Online submission of accommodation applications	12 May 2026 (from 9 am) – 24 May 2026
Results of the assessment of accommodation applications	27 May 2026 (at 10 a.m.)
Payment of the booking deposit (following successful assessment of the application)	27 May 2026 – 17 June 2026

Round 1 (current UHK students)	
Room booking (booking is only possible once the booking deposit has been credited to the UHK Halls of Residence bank account) Setting the start and end dates of accommodation Confirmation of the accommodation contract	27 May 2026 – 19 June 2026
Payment of accommodation fees for September 2026	by 31 August 2026
Additional assessment (in the event of capacity becoming available)	20 June 2026 – 30 June 2026
Payment of booking deposit Room booking (booking is only possible once the booking deposit has been credited to the UHK Halls of Residence bank account) Setting the start and end dates of accommodation Confirmation of the accommodation contract	within 7 days of the application being approved
Allocation of vacant beds (subject to availability)	from 30 September 2026

Round 2 (prospective first-year students, current UHK students who did not apply in Round 1, students from other universities)	
Online submission of accommodation applications	13 July 2026 (from 9 am) – 9 August 2026
Results of the assessment of accommodation applications	12 August 2026 (at 10 a.m.)
Payment of the booking deposit (following successful assessment of the application)	12 August 2026 – 24 August 2026
Room booking (booking is only possible once the booking deposit has been credited to the UHK Halls of Residence bank account) Setting the start and end dates of accommodation Confirmation of the accommodation contract	12 August 2026 – 26 August 2026
Payment of accommodation fees for September 2026	by 31 August 2026
Additional assessment (in the event of capacity becoming available)	27 August 2026 – 4 September 2026
Payment of booking deposit Room booking (booking is only possible once the booking deposit has been credited to the UHK Halls of Residence bank account) Setting the start and end dates of accommodation Confirmation of the accommodation contract	within 7 days of the application being approved
Allocation of vacant beds (subject to availability)	from 30 September 2026

Students on exchange programmes (Erasmus) and self-paying international students in their first year of study enrolled in a study programme taught in a foreign language (international students)		
	Winter semester	Summer semester
Submission of a list of students by the relevant UHK faculty (the booking is binding for the student) and acceptance by the UHK Halls of Residence	by 10 July 2026	by 8 January 2027
Binding notification of the start and end dates of accommodation (start date of accommodation = date of billing for accommodation fees, regardless of the date of arrival at Halls of Residence); the relevant UHK faculty shall notify the accommodation office of the date based on the student's request	by 31 August 2026	by 25 January 2027
Room booking	under the responsibility of the UHK Halls of Residence Accommodation Office	
Signing of the accommodation contract Payment of accommodation deposit Payment of a fee for an unoccupied bed amounting to 50% of the accommodation fee in the event of a late move-in (from the date of booking to the date of move-in) Payment of accommodation fees (see Article 9 of this document for details)	on arrival	

Article 3

Schedule for the start and end of accommodation

Start date of regular accommodation	from 14 September 2026 (weekdays only, between 7.00 a.m. and 6.00 p.m. *)
End of standard check-in	by 30 September 2026
Accommodation in the academic year	14 September 2026 – 30 June 2027
Accommodation for international students (winter semester)	14 September 2026 – 22 January 2027
Accommodation for international students (summer term)	1 February 2027 – 30 June 2027
Year-round accommodation, i.e. including the summer holidays	14 September 2026 – 31 August 2027
Termination of accommodation for the given academic year	weekdays only, excluding public holidays (Mon – Fri); during the Christmas holidays, only until 18 December 2026 and thereafter from 4 January 2027

* The times specified for the standard accommodation period do not apply to students referred to in Article 1, paragraph 3. These students will be accommodated from 14 September 2026 upon arrival at UHK Halls of Residence.

Article 4

Entitlement to priority accommodation

- 1) If a doctoral student submits an application for accommodation, they must tick the box marked “*doctoral studies*” on the application form.
- 2) If accommodation is requested by a student who has lost both parents or a student with a disability (holder of a disability card), they must tick the box marked: “*orphan/disability card*” on the accommodation application form.
- 3) The student is then required to provide proof of this fact by the deadline for submitting the accommodation application as set out in the Accommodation Schedule, by sending documentary evidence of the above to koleje@uhk.cz. The submission of a confirmation of doctoral study from the study department of the relevant UHK faculty, the sending of a copy of the disability card, or, in the case of a student who has lost both parents, proof by means of another official document are deemed to be conclusive proof of the above-mentioned fact.

Article 5

Assessment of accommodation applications and room booking

- 1) Applications for accommodation will be assessed in accordance with the criteria set out in the current Hall of Residence Rules.
- 2) Students will be informed of the outcome of their accommodation application as follows:
 - After logging into the ISKAM accommodation system ubytovani.uhk.cz;
 - Notification of the results will be sent to the email addresses specified in the personal details in the ISKAM profile (university email or correspondence email).
- 3) Once the application has been assessed, the application status in ISKAM will change:
 - If the application is approved, the status will change to “*Approved*”;
 - Once the allocated accommodation capacity for a given round has been filled, the status of applications in the Waiting List will change to “*Pending*”; this status will be updated by the end of the deadline for the additional assessment of applications for that round, to either “*Approved*” or “*Rejected*”;
 - If accommodation capacity becomes available following the additional assessment of each round, applications marked as “*Rejected*” will be reassessed separately for each round, and the status of such applications will be changed to “*Approved*” in accordance with the order of rejected applications for each round; these vacancies will be filled in this manner until the deadline for the start of the regular accommodation period.

- 4) Applicants for accommodation who did not submit an application in the first or second rounds may submit an application after the deadline for the standard move-in period. These applications will be assessed on an ongoing basis (once a week) and marked as “Accepted” or “Rejected”. Any vacancies arising after the deadline for the regular move-in period will first be filled by newly submitted and unassessed applications; only then will any remaining vacancies be filled by applications with the status “Rejected”. Accommodation capacity for the academic year is allocated as follows:
- Current UHK students (Round 1): 350 beds;
 - Students on exchange programmes (Erasmus) + self-paying international students entering their first year in a study programme taught in a foreign language: approx. 200 beds;
 - Prospective first-year students: until the total accommodation capacity of 829 beds is filled.
- 5) Booking for specific rooms are made by students who submitted an application in the Rounds 1 and 2, always electronically via the portal ubytovani.uhk.cz following the successful assessment of their accommodation application.
- 6) If students are interested in **accommodation of couples**, they must contact the accommodation office by email at koleje@uhk.cz; the booking will be made by the accommodation office provided there is sufficient capacity for such accommodation. The number of places for accommodation of couples is limited, particularly to ensure that double rooms are always occupied by two pairs.
- 7) Applications for accommodation from students of other universities will be rejected in Rounds 1 and 2 and may be reconsidered after the regular move-in deadline, subject to availability.
- 8) Applications from students on a combined study programme will be rejected in Rounds 1 and 2 and may be reconsidered after the standard move-in deadline, subject to availability.
- 9) Changes or additional information submitted after the announced application deadline will not be taken into account. If false statements are found in an accommodation application, that application will be rejected without the right to a re-assessment, even if accommodation capacity is available.

Article 6

Payment of the booking deposit and conclusion of the accommodation contract

- 1) The accommodation contract is concluded by electronic confirmation; following a successful room booking, the student has the opportunity to view the text of the accommodation contract.
- 2) The student is obliged to pay a booking deposit in accordance with the current student accommodation price list, available at uhk.cz. This fee also serves as a booking for the booked bed.

- 3) Upon payment of the booking deposit, the student referred to in Article 1(1) is obliged to confirm the Accommodation Contract electronically at ubytovani.uhk.cz.
- 4) Upon payment of the booking deposit, the Accommodation Contract is deemed to have taken effect and becomes valid upon electronic confirmation.
- 5) Upon moving into the accommodation (taking possession of the bed), the booking deposit automatically becomes an accommodation deposit.
- 6) If the student fails to pay the booking deposit by the deadline specified in Article 2 of this document, the contract is not concluded and the student loses their entitlement to accommodation in the UHK Halls of Residence, and their application for accommodation is **Rejected**.
- 7) The international student specified in Article 1(3) of this document shall enter into the accommodation contract on the day of arrival. By entering into the accommodation contract, the student confirms their original booking and undertakes to pay for accommodation from the date of booking, including payment of the accommodation deposit – see Article 9.

Article 7

Postponement of the start of accommodation

- 1) The student is obliged to notify the University of a delayed move-in by email to koleje@uhk.cz.
- 2) Late arrival at the accommodation is only possible up to the amount of the booking deposit paid, which is used to cover the accommodation fees for the reserved period from the start of the booking, as specified in the accommodation application.

Article 8

Cancellation of booking, accommodation application, accommodation contract and refund of the deposit

- 1) Cancellation of an accommodation application must be made in writing to the email address koleje@uhk.cz. If a student is no longer interested in accommodation, they must notify of this fact without undue delay.
- 2) If a student has paid the booking deposit and confirmed the Accommodation Contract by the deadline specified in Article 2 of this document, and notifies the cancellation of their move-in in writing no later than 5 calendar days from the final deadline for confirming the accommodation contract, their Accommodation Contract and application for accommodation will be cancelled and the booking deposit refunded in full.

- 3) If a student has paid the booking deposit, fails to take up accommodation and does not request a postponement of the start of accommodation by 30 September of the relevant academic year via email to koleje@uhk.cz, the Accommodation Contract will be cancelled as of 30 September of that year and the booking deposit paid will be forfeited to UHK Halls of Residence.
- 4) Refunds of the booking deposit in accordance with the above points may be made by bank transfer to the student's bank account or via a payment gateway, if the deposit was paid in this manner.
- 5) Any overpayment of the accommodation deposit, after the end of the accommodation period and the offsetting of any outstanding debts, will be refunded to the bank account within 30 days. To have the accommodation deposit refunded to your account, please enter your bank details on the ISKAM web portal. We will send any overpayment of the accommodation deposit, or part thereof:
 - To accounts held with domestic banks;
 - If the student does not have a bank account with a domestic bank, the resulting overpayment can be refunded in cash;
 - If the booking deposit or accommodation payments were made via the payment gateway, any resulting overpayment can be refunded in the same way, i.e. via the payment gateway (both domestic and international students can use this method for payments and refunds). Any overpayments can be refunded to the student via the payment gateway only up to the amount paid via the payment gateway; if a student has paid a booking/accommodation deposit of CZK 2,000 via the payment gateway, a maximum of the same amount will be refunded to them using this method; any further overpayments exceeding the amount of payments made via the payment gateway cannot be refunded via the payment gateway.
- 6) International students who do not hold an account with a domestic bank may, subject to prior written agreement, request that any resulting overpayment be refunded to a foreign bank account. In this case, all necessary payment details must be provided in writing in advance, before the student checks out of the Halls of Residence.
- 7) The Halls of Residence reserve the right to decide on the method of refunding any overpayment.

Article 9

Payment of accommodation fees and price list

- 1) The accommodation fees for a given month are payable in an amount calculated as the product of the daily rate for the relevant room according to the valid student accommodation price list for the given period and the number of calendar days in the given month, regardless of the number of days the resident actually used the accommodation in that month. **Accommodation fees are payable by the 15th day of the month. The accommodation fee for September of the given year must be paid in advance in accordance with the Accommodation Contract.** In the event of a delay

in payment of the accommodation fee, the student will be charged a contractual penalty of CZK 40 for each day of delay.

- 2) The amounts of the accommodation fees for each month are listed at uhk.cz/cs/univerzita-hradec-kralove/uhk/celouniverzitni-pracoviste/vysokoskolske-koleje/ceniky.
- 3) The methods of payment for accommodation fees are as follows:
 - Via the payment gateway in the ISKAM accommodation system (ubytovani.uhk.cz);
 - By QR payment in the ISKAM accommodation system;
 - By bank transfer;
 - a) Domestic bank transfer:

Bank account No. 78-2733582/0800 (*note: 78 is the prefix*) including payment identification by specifying a variable symbol in the format 222000XXXX (see ISKAM);
 - b) International bank transfer:

IBAN: CZ79 0800 0000 7800 0273 3582
BIC (SWIFT): GIBACZPX
bank: Česká Spořitelna
currency: CZK
payee: University of Hradec Králové, Halls of Residence.
To identify the payment, please state the variable symbol in the format 222000XXXX (see ISKAM).
 - By direct debit always on the 5th day of the relevant calendar month (the Resident sets up a direct debit authorisation with their bank in favour of the Halls of Residence account for the required amount and gives their consent to payment by direct debit in ISKAM. Direct debit payments can be made from October to June of the given academic year. If there are insufficient funds in the Resident's account, or if a low direct debit limit has been set, the direct debit will not be processed and the Resident is obliged to pay the accommodation fee by other means);
 - By payment card or in cash at the Hall of Residence reception (payment in CZK only)
- 4) The international student specified in Article 1(3) of this document shall pay an accommodation deposit of CZK 2,000 and the accommodation fee for the current month upon moving into the Halls of Residence, with the exception of students referred to in paragraphs 5 and 6. The start date for payment of accommodation fees is calculated from the date of the booking made by the student, regardless of the date of actual arrival at the Halls of Residence. If an international student moves in after the date of their booking, they are obliged to pay a fee for an unoccupied bed amounting to 50% of the accommodation fee, covering the days from the date of booking until the date of actual move-in.

- 5) An international student who enters into a contract for a period shorter than the duration of the academic year is obliged to pay the accommodation fee for the entire duration of the contractual relationship, including the accommodation deposit, on the day the contract is signed or at the latest on the following business day.
- 6) An international student who receives a scholarship from the UHK shall pay for accommodation upon receipt of this scholarship, but no later than 3 weeks from the date of signing the Accommodation Contract, whilst the accommodation deposit must be paid on arrival.

Article 10

Final Provisions

This Directive shall enter into force and become effective on the date of signature.

The Bursar's Directive No. 06/2025 – Accommodation Schedule for the 2025/2026 Academic Year is hereby repealed.

In Hradec Králové on 05. 05. 2026.

Ing. Aleš Klicnar
Bursar