

Accommodation Schedule in the academic year of 2023/2024

Halls of Residence University of Hradec Králové

Article 1

I. Applications for accommodation for students studying in a complete study programme, with the exception of future first grade international students who pay the tuition fee

Applications for accommodation may be submitted no sooner than after the student's admission for the study.

Application for accommodation shall be submitted on the ISKAM web interface at ubytovani.uhk.cz.

Round I (current UHK students)

2 May 2023 – 31 May 2023	Applications submission
6 June 2023	Result announcement (by 13:00 at the latest)
6 June 2023 – 23 June 2023	Payment of booking deposit CZK 2,000 (the booking deposit must be credited to the account of the UHK Halls of Residence by the deadline specified)
7 June 2023 – 28 June 2023	Electronic booking of the accommodation starting date in the UHK reservation system and bed reservation in ISKAM (the booking cannot be made unless the deposit is paid to the account of the UHK Halls of Residence)
By 11 September 2023	Payment of the Halls of Residence Rent for the month of September 2023 (see Art. 3, par. 6 hereof)

Round II (future first grade student + current UHK students who did not apply in the Round I, students of other universities)

11 July 2023 – 9 August 2023	Application submission
11 August 2023	Result announcement (by 13:00 at the latest)
11 August 2023 – 28 August 2023	Payment of booking deposit CZK 2,000 (the booking deposit must be credited to the account of the UHK Halls of Residence by the deadline specified)
12 August 2023 – 31 August 2023	Electronic booking of the accommodation starting date in the UHK reservation system and bed reservation in ISKAM (the booking cannot be made unless the deposit is paid to the account of the UHK Halls of Residence)
By 11 September 2023	Payment of the Halls of Residence September 2023 rent (see Art. 3, par. 6 hereof)

Round III (UHK students, students of other universities)

18 September 2023 – 30 May 2024	Application submission
Application evaluation	Within 7 calendar days from submission
Payment of the booking deposit	Within 7 calendar days from approval (in case the student arrives for accommodation earlier, he/she will pay the booking deposit of CZK 2,000 and the rent for the first month at the reception desk of the Halls of Residence)
Bed reservation	Will be performed by the UHK Halls of Residence Office

Vacancy capacity reserved for applications submitted in Rounds I and II:

Round I:	<u>A maximum of 400 students will be accommodated.</u>
Round II:	<u>Remaining vacancies after satisfaction of applicants in Round I and foreign exchange students (Erasmus) + foreign student paying tuition fee in a foreign language programme.</u> <u>The method of evaluation of applications is specified in Article 3 of the UHK Halls of Residence Rules.</u>

Procedure for determining the date of arrival for accommodation and bed reservation for students of all applications approved in Round I and II:

The student must reserve the date of arrival **twice** in the following way:

- 1) First, the student reserves the date of arrival (date and time) in the UHK reservation system (e.g., 18 September 2023 between 13:00 and 13:45).
- 2) Then he/she makes a bed reservation in the approved application for accommodation in the ISKAM system ubytovani.uhk.cz for the same date he/she has chosen in the UHK reservation system (e.g., 18 September, 2023, room B16L).

In case of discrepancy between the starting dates of accommodation in the UHK reservation system and the ISKAM accommodation system, the UHK Halls of Residence reserve the right to decide on one of the dates thus booked on which the student shall be accommodated.

In case of interest in pair accommodation, both students, after fulfilling the booking conditions, first book a bed in an apartment of the same gender (in case the pair room is not available) and immediately contact the accommodation office via koleje@uhk.cz with the request for pair accommodation and with both names of the couple and their dates of birth and contact details.

For applications submitted in Round I and II, the right to accommodation ceases if the deposit is not paid and credited to the account of the UHK Halls of Residence within the period required. In exceptional and justified cases, the deadline for sending the Booking deposit may be extended individually; however, the student has to request such extension in writing **before** the expiration of the deadline and has to provide reasons for not being able to pay the Booking deposit.

The student can request by e-mail to koleje@uhk.cz to cancel the submitted application with the right to a refund of the Booking deposit within the following period:

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| • for applications submitted in Round I | by 4 August 2023 |
| • for applications submitted in Round II | by 8 September 2023 |
| • for applications submitted in Round II | within 14 days from the application approval and if the bed is occupied by a substitute student |

The Booking Deposit shall be converted into an Accommodation Deposit of the same amount upon arrival at the accommodation. The surplus of the Accommodation deposit after the end of the accommodation and offsetting of any receivables shall be refunded to the bank account of the student within 30 days. To refund the Accommodation deposit to the bank account, please fill in the bank data on the ISKAM web interface. The surplus of the Accommodation Deposit, or part thereof, are sent to accounts held with domestic banks; otherwise, we pay the

surplus of the accommodation deposit after offsetting all claims in cash when the student checks out of the accommodation, unless otherwise agreed.

II. Applications for accommodation for students studying in an exchange programme (Erasmus) + future first grade international students of a study programme taught in a foreign language who pay a tuition fee

Future first grade international students of a study programme taught in a foreign language who pay a tuition fee and Erasmus students do not apply themselves. Accommodation is guaranteed to the students based on a list of students from the Study Department of the respective UHK Faculty submitted by the deadline below. Requests for the change of the bed reservation can be accepted by 1 September 2023 only. The choice and reservation of a bed is fully within the competence of the Accommodation Office of the UHK Halls of Residence. The foreign student listed on the list of students of the Faculty shall make an Accommodation Contract on the day of arrival and pay the Halls of Residence Rent, the fee for vacancy if he/she arrives for accommodation later and the Accommodation deposit according to No. 3, par. 7 hereof. In the case of failure to pay the Accommodation deposit, the fee for vacancy or the Halls of Residence Rent for a given month, the University Halls of Residence may unilaterally terminate the Accommodation Contract with such a student who is then obliged to leave the Halls of Residence on the next working day. Student receiving a scholarship from UHK shall pay for his/her accommodation upon receipt of this scholarship, but no later than 3 weeks from the date of the Accommodation Contract making. The dates for booking a bed for foreign students and the terms and conditions for Halls of Residence Rent payments are specified in details in Articles 2 and 3 hereof.

28 July 2023 – Deadline for provision of the list of students by respective UHK Faculties

Article 2

Dates of Accommodation

The dates of accommodation in the UHK Halls of Residence in the academic year of 2023/2024 are as follows:

- 1) **11 September 2023 – 15 September 2023 and 18 September 2023 – 22 September 2023** – for students in the complete study programme under Art. 1, par. 1 (application submission in Round I and II)
 - The first day of accommodation (check-in) is the date filled in by the student in the application for accommodation on the ISKAM web interface (it is the date from which the student starts paying for his/her

accommodation, regardless of his/her actual arrival to the Halls of Residence). The UHK Halls of Residence reserve the right to limit the number of students for boarding on individual days (individual check-in days reserved for students are limited by the maximum number of the students; after meeting the specified daily accommodation capacity, the students in such a case choose another day of arrival from the accommodation dates offered). Boarding is only possible on working days from 7:00 a.m. to 6:00 p.m. on the basis of the prepaid September 2023 Rent (see Article 3, par. 6 hereof)

- After the date specified, accommodation is still possible, provided that the Rent for the given month is paid and a later start of accommodation is announced to in advance and confirmed by the Accommodation Office (e-mail: koleje@uhk.cz). Otherwise, the Accommodation Contract and reservation are cancelled in accordance with the terms and conditions of the Accommodation Contract without the right to a refund of the Booking deposit.
- 2) **6 September 2023 – 31 October 2023** – for foreign students listed by Faculties under Art. 1, par. 2 hereof, the date of arrival for foreign students means the day listed on the list of foreign students provided by the Faculties by 28 July 2023. The starting date of accommodation of such students can be changed until 1 September 2023 only; by this date all changes concerning entry of students must be submitted by the respective Faculty to Accommodation Office of the Halls of Residence. If an international student enters the accommodation after the date of his/her reservation according to the Faculty list, he/she shall pay a fee for the vacant bed at the time of entering the accommodation in the amount of 50% of the Rent, from the date of the beginning of the reservation to the date of the beginning of the accommodation. If the international student does not arrive for accommodation by the deadline of 31 October 2023, he/she loses the right for a bed reservation and the bed will be offered to the next person interested in accommodation. In this case, the relevant UHK Faculty will also be notified of the cancellation of the international student's bed reservation.

Article 3

Rent Payment

- 1) Payment by direct debit: on the 5th day of the given month
- 2) Payment by a bank order, cash/card at the UHK Halls of Residence reception desk: by the 15th day of each month.
- 3) From the 16th day of the specific month, a late payment fine shall be paid according to the pricelist in effect.

- 4) The Rent shall be paid in the amount calculated as the product of the daily rate for the relevant room according to the price list in effect¹ and the number of calendar days in the specific month (therefore, it is not possible to set up a monthly standing order to pay the Rent and we prefer the direct debit payment instead).

Example of payment calculation for the month of September 2023, for reservations from 11 September 2023:

Number of days × rate per room

20 × CZK 137 (2 beds modernized) = CZK 2,740

Variable symbol: to be found in the student's general data in the ISKAM accommodation system.

- 5) In the direct debit payment, the student has to give permission to it in their internet banking with a sufficient amount limit (maximum Rent is CZK 4,300 based on the chosen accommodation standard) in favour of the UHK Halls of Residence account. At the same time, the student has to give permission to the direct debit on the ISKAM web interface (ubytovani.uhk.cz). If the direct debit payment fails (e.g. due to insufficient funds on the student's account or the direct debit insufficient limit or an incorrect account number), the student can pay the Rent through the bank order or in cash at the reception desk by the 15th day of the given month.
- 6) The September 2023 rent is paid cashless before arriving to the Halls of Residence according to the daily rate specified in the accommodation price list for the academic year of 2023/2024 and from the date selected as the day of the student's arrival at Halls of Residence when submitting the application – see Article 2 Dates of Accommodation. In case of non-payment of the Rent for the month of September, the student shall not be accommodated until the payment is made. On the arrival day to the Halls of Residence, the Rent for the month of September must be credited to the bank account of the UHK Halls of Residence.
- 7) International students pay for the accommodation on the day of their arrival or no later than the next working day at the Halls of Residence reception. At the same time, they also pay the Accommodation deposit of CZK 2,000, which is the same amount as the Booking Deposit (**the Accommodation Deposit is paid on the day of arrival by all international students, regardless of receiving a scholarship from the UHK**). In the event of a late arrival outside of the date reserved for the accommodation, the student shall pay a charge for the unoccupied bed corresponding to 50% of the price of the Rent for the period from the reservation made until the date

¹ All price lists, i.e. the current price list of student accommodation, the current price list of hotel accommodation and the price list of services are published on the UHK Halls of Residence website: <https://www.uhk.cz/cs/univerzita-hradec-kralove/uhk/celouniverzitni-pracoviste/sprava-vysokoskolskych-koleji/dokumenty>

of actual arrival. If a student arrives for one semester only (Erasmus), he/she shall pay the Rent for the whole period of this semester on his/her arrival. An exception is made for students who will be paid a scholarship from the respective UHK Faculty; they shall pay the one-semester Rent no later than 3 weeks from the date of their arrival (by this date such a student receives a scholarship from the respective UHK Faculty). International students arriving to study for the entire academic year pay for their accommodation on a monthly basis, always by the 15th day of each month.

- 8) Students can follow their payment transfers through the ISKAM web interface.
- 9) Other conditions of the Rent payment are specified in the Accommodation Contract.

Article 4

Payment data

- 1) Data for national cashless payment:
Account number: 78-2733582/0800 (*attention: "78" is a prefix!*)
Variable symbol: 2220000xxx (*available on the ISKAM web interface*)
(*Do not enter any variable symbol if the rent is paid by the direct debit!*)
Constant symbol: 0308
- 2) Data for foreign cashless payment:
Country: Czech Republic
IBAN: CZ79 0800 0000 7800 0273 3582
Account number: 78-2733582/0800
Variable symbol: 222000xxxx (*available on the web interface of the accommodation system; it identifies the student's payment*)
BIC (SWIFT): GIBACZPX
Bank: Česká Spořitelna
Currency: CZK
Recipient: University of Hradec Králové, Halls of Residence
Amount: CZK

Article 5

Final Provisions

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

The Bursar's Directive No. 05/2022 – Accommodation schedule for the academic year 2022/2023 is hereby repealed.

In Hradec Králové on 25 April 2023

Ing. Aleš Klicnar