

**Instruction of the Director of the Accommodation and Catering Services of
Masaryk University No. 5/2019**

**Booking and Accommodation Timetable at MU Halls of
Residence for the academic year 2025/2026**

(valid from 14th March 2025)

Article 1

Subject matter

- (1) In accordance with the Accommodation Rules at MU Halls of residence for academic year 2025/2026 (hereinafter referred to as Rules) the Accommodation and Catering Services director announces the Booking and Accommodation Timetable in MU Halls of residence.
- (2) A bed reservation at MU Halls of residence is to be submitted electronically by means of the ISKaM Accommodation System <https://iskam.skm.muni.cz/> according to the current available capacity. In the case of mixed couples – only for MU students - reservations are made by the person in charge of the respective dormitories according to a written request from the couples.
- (3) A certain part of the capacity is reserved for students who are not accommodated in any dormitory during the spring semester of 2025 due to their participation in an exchange study program – reservations are made via email.
- (4) A certain part of the capacity is reserved for students starting their first year and foreign students in accordance with the Rules (article 3, paragraph 1b).

Article 2

Reservations of higher-grade students

- (1) Students of higher grades book their beds in the period **from 5th May to 23th May 2025** as scheduled.
Booking is only possible for students who are in active study and whose duration of study has not exceeded the standard period of study by more than one year.

May 5th – May 15th – commencement on May 5th at 10:00 a.m.	currently accommodated active students – only for MU students - only their current bed can be booked – online booking
	mixed couples – only for MU students - submitting a written application to your existing bed by email to the person in charge of the relevant dormitory
May 16th – May 23th – commencement on May 16th at 10:00 a.m.	currently accommodated active students – only for MU students - any available bed can be booked – online booking
	mixed couples – only for MU students - submitting a written application by email to the person in charge of the relevant dormitory

- (2) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit equal to the sum of 2000 CZK and 30times the daily rate of the dormitory fee**. The deposit is due within **5** days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed, the reservation of a bed will be cancelled on the 6th day after the reservation is made. We recommend paying the deposit and signing the contract IMMEDIATELY after booking!**

Article 3

Reservations of currently not accommodated students – exchange study programs

- (1) **Reservations of students who are currently not accommodated and will be participating in an exchange study program during the spring semester 2025 will begin on 26th May 2025 at 10:00 a.m. via email.**

The bed can be reserved until the capacity of the Halls of residence is exhausted.

May 26th – June 6th – commencement on May 26th at 10:00 a.m.	active MU students participating in exchange study programs – reservation via email sent to the accommodation assistant of the relevant dormitory
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- (2) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit equal to the sum of 2000 CZK and 30times the daily rate of the dormitory fee**. The deposit is due within **5** days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed, the reservation of a bed will be cancelled on the 6th day after the reservation is made. We recommend paying the deposit and signing the contract IMMEDIATELY after booking!**

Article 4

Reservations of Erasmus and Degree students

- (1) **Reservations of Erasmus and Degree students** with permanent residence outside the territory of the Czech and Slovak Republic, for whom reserved beds are in accordance with the Rules Art. 3, par. 1b) **will be launched on 14th July 2025 at 10:00 a.m.** on schedule.

The bed can be reserved until the capacity of the Halls of residence is exhausted.

July 14th – July 25th – commencement on July 14th at 10:00 a.m.	active Erasmus and Degree students – only for MU students – online reservation
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- (2) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit equal to the sum of 2000 CZK and 30times the daily rate of the dormitory fee**. The deposit is due within **5** days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed, the reservation of a bed will be cancelled on the 6th day after the reservation is made. We recommend paying the deposit and signing the contract IMMEDIATELY after booking!**

Article 5

Reservations of students entering the first year of all levels of study with a permanent address in the Czech Republic or Slovakia

- (1) Students entering the 1st year of all stages of study can reserve a bed only after enrolment for study, where they receive the login information ("UČO" university number of person and password) needed for login to the ISKAM accommodation system. **You cannot book dormitories before enrolling!**
- (2) **Reservations will start according to the following schedule:**

August 4th – August 15th – commencement on August 4th at 10:00 a.m.	active students of future first years of all studies of the Czech Republic, Slovakia - only for MU students – online reservation
From September 1st – commencement at 10:00 a.m. – until capacity is exhausted	reservation of available beds – submitting a written application by email to the person in charge of the relevant dormitory

- (3) After having booked a bed, it is necessary to **electronically sign the accommodation contract and pay the reservation deposit equal to the sum of 2000 CZK and 30 times the daily rate of the dormitory fee**. The deposit is due within **5** days of the reservation. There is not a single due date for everybody! **If the reservation deposit is not settled on the due date and the contract is not signed**, the reservation of a bed **will be cancelled on the 6th day after the reservation is made**. **We recommend paying the deposit and signing the contract IMMEDIATELY after booking!**

Article 6

Common provisions

- (1) The accommodation start date can be set according to the student's request in the reservation system between 1.9. and 15.9.2025.
- (2) The end date of the contract can be set as you choose, **the minimum length of accommodation is 3 months**, maximum until 30.6.2026.
- (3) The accommodation contract may be extended during the accommodation in case of spare capacity. The accommodation can be terminated early **by giving one month's notice**.
- (4) Booking a mixed room (male/female) – only for MU students- is only possible via the accommodation provider of the relevant dormitory and only individual twin rooms can be booked during the official reservation dates.
- (5) After having booked a particular bed, students are obliged to read the Accommodation Contract and confirm their agreement electronically. The Accommodation Contract will be confirmed electronically by the accommodation provider. **Contracts are confirmed only electronically.**
- (6) **After the accommodation contract is signed by the student it is not possible to change the reservation!**
- (7) **The reservation of the bed can be cancelled by the student in writing no later than one day before the beginning of their accommodation per the valid accommodation contract by sending an e-mail to the e-mail address of the person in charge of the relevant dormitory in which the reservation is made.** After confirmation by SKM that the reservation has been cancelled, the reservation deposit will be unblocked to the student's SUPO account, from where the student can transfer it to his or her bank account.

- (8) **For all reservations, the residence fee is valid from the date of the agreed start of accommodation according to the accommodation contract.**
- (9) **If the student does not send a written notice in advance about their later arrival according to the accommodation contract, the accommodation contract terminates and the reservation deposit is fully forfeited.**

Article 7
Checking in

- (1) **Check-in the accommodation is possible from the agreed start of accommodation according to the accommodation contract.**

In dormitories with a non-stop reception service, it is possible to check-in anytime.

In dormitories without non-stop reception service, it is possible to check-in during working days from 8:00 a.m. to 3:00 p.m. by accommodation provider or from 7:00 p.m. to 7:00 a.m. at the reception, during weekend only from 7:00 p.m. to 7:00 a.m. at the reception.

- (2) When boarding, the student is required to provide proof of identity (ID card, passport), ISIC card (Students of the first year can provide additional evidence of ISIC card), complete and sign the registration card, complete the **Electrical Device Application**, take **the Room condition report form, check the room**, note down any defects and deficiencies in this form, and return it to the person in charge of accommodation or reception.

Article 8
Final provisions

- (1) Reservations during the academic year follow the instructions published on www.skm.muni.cz
- (2) I entrust the head of the Head of accommodation operation with the interpretation of various provisions of the guideline.
- (3) This instruction shall enter into force on the day of its signature.
- (4) This guideline updates the original guideline from March 8th, 2024.

Brno, 10th March 2025

Bc. Kamil Kulíšek
Director