



## COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

No: R 544

Date: January 15, 2024

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### **Policies for accommodation of students of the University of South Bohemia in České Budějovice for the academic year 2024/2025**

#### **Policies for prospective first-year students in bachelor's degrees:**

1. For future students entering the first year of full-time studies and students with interrupted studies, a quota of 750 beds is set from the total bed capacity of the Dormitories and Refectories (D&R USB).
2. The accommodation of students according to point 1 is decided by the D&R USB within the allocated quota according to the commuting time, i.e. the time spent on the journey from the place of permanent residence to České Budějovice.
3. The faculties will send all prospective students under point 1 an information letter about accommodation and instructions on how to pay the reservation deposit for accommodation together with the notification of admission to study. The accommodation information letter will be delivered by D&R USB to the student affairs departments of the individual faculties by 10 May 2024 in paper form in the required quantity or electronically.
4. Students according to point 1, who are interested in accommodation in the dormitory, submit their application electronically at: <https://koleje.jcu.cz> between 1 July and 31 July 2024. The link 'Registration of others to ISKAM' is used. LOGIN: student's national identification number (without the slash symbol), password: initials in lower case (it is always only 2 letters, e.g. Jan Novák-jn) If you cannot log in, the link to request a new password is used. A confirmation email will be sent to the student who submits the accommodation application correctly.
5. The accommodation of the applicants according to point 1 will be decided by the D&R USB no later than 5 August 2024. An email with further instructions will be sent to students with approved applications by this date. Requests for shared accommodation by students, including mixed couples whose applications have been approved, must be addressed in advance, no later than 9 August 2024, by written request from both students to [kam@jcu.cz](mailto:kam@jcu.cz).
6. Future students according to point 1, whose application has been approved, will pay a reservation deposit of CZK 3 000 by 25 August 2024. This reservation deposit will be converted into an accommodation deposit



on the day of arrival. Confirmations of payment of the reservation deposit are not sent; payment can be checked after logging into ISKAM.

The reservation deposit paid is non-refundable.

Account number: 169492602/0300

VS: in ISKAM after logging in

*Payments from abroad:*

BIC: CEKOCZPP

IBAN: CZ35 0300 0000 0001 6949 2602

Reference number / variable symbol: in ISKAM after logging in

Account holder: Jihočeská univerzita v Českých Budějovicích

Bank name: ČSOB

The deposit can also be paid online by logging into your ISKAM account at <https://koleje.jcu.cz/>.

In case of non-payment of the reservation deposit by 25 August 2024 at the latest, the reservation will be cancelled.

7. Future students according to point 1, who have been allocated accommodation in the dormitories and who duly pay the reservation deposit by 25 August 2024, will be allocated a specific dormitory and room by D&R USB by 31 August 2023 at the latest.

#### **Policies for students entering all upper years, including the first year of the master's and PhD programmes:**

8. Students entering the second year of the bachelor's degree and all other years, including all master's degrees, doctoral studies, and students transferring to other studies are accommodated within the remaining capacity of USB.
9. Students according to point 8 apply for accommodation via the electronic application available at: <https://koleje.jcu.cz> from 22 April 2024 to 19 May 2024. The login details are the same as for STAG.
10. The order of accommodation of students according to point 8 is determined by D&R USB on the basis of the criterion of commuting time. The decision on accommodation of applicants under point 8 will be made by D&R USB by 30 May 2024 at the latest. Requests for shared accommodation by students, including mixed couples whose applications have been approved, must be addressed in advance, no later than 26 May 2024, by written request from both students to [kam@jcu.cz](mailto:kam@jcu.cz).
11. Students according to point 8, who are granted accommodation in USB dormitories on the basis of the decision of D&R USB, confirm their accommodation electronically after logging into ISKAM by selecting a specific dormitory and a specific bed between 31 May and 16 June 2024. In the period from 31 May to 4 June 2024, students who wish to book the same bed they used until 30 April 2024 have priority in the selection of the bed. From 5 June to 16 June 2024, the selection of the bed is without limitation according to the available capacity. If the student does not reserve a bed by 16 June 2024, the right to accommodation will be terminated. The head of the dormitory may cancel a student's accommodation reservation if he/she has violated the D&R USB Dormitory Regulations in previous years.



12. Students according to point 8, who have been allocated a place in the dormitory, shall pay a reservation deposit of CZK 3 000 by 23 June 2024 at the latest. This reservation deposit will be converted into an accommodation deposit on the day of arrival.  
The reservation deposit is non-refundable.  
Account number: 169492602/0300  
VS: in ISKAM after logging in  
*Payments from abroad:*  
BIC: CEKOCZPP  
IBAN: CZ35 0300 0000 0001 6949 2602  
Reference number / variable symbol: in ISKAM after logging in  
Account holder: Jihočeská univerzita v Českých Budějovicích  
Bank name: ČSOB  
The deposit can also be paid online by logging into your ISKAM account at <https://koleje.jcu.cz/>.  
Confirmations of payment of the reservation deposit are not sent; payment can be checked after logging into ISKAM.  
In case of non-payment of the reservation deposit by 23 June 2024 at the latest, the reservation will be cancelled.

#### **General information concerning all students:**

13. All students who have been allocated a place in the dormitory are required to move in between 20 September and 26 September 2024.  
Reservations of students who do not move in by 26 September 2024 without notification of a later arrival will expire and the reservation deposits paid will be forfeited to the benefit of D&R USB.  
After this date, the vacant place will be allocated to other applicants who pay the deposit on the day of their arrival at the dormitory at the latest.
14. There is no legal entitlement to accommodation in a dormitory.
15. Students receiving accommodation in the dormitory are obliged to comply with the provisions of the Dormitory Regulations and all internal regulations and decisions of the USB Rector and the D&R Director. In the event that the student receiving accommodation seriously violates the Dormitory Regulations, internal regulations or the decision of the USB Rector and the D&R USB Director, the D&R USB Director is entitled to decide, on the basis of a proposal by the head of the dormitory, to immediately cancel accommodation in USB's facilities by a written decision.
16. Students receiving accommodation are obliged to respect the deadline for leaving the dormitory according to the valid contract.
17. During the summer holidays, students can stay in the dormitories. The respective dormitory and the room where the student will be accommodated during the summer vacation will be determined by the head of the dormitory. Students are obliged to book their accommodation in advance and respect the alternate closure of dormitories due to renovations, repairs, holidays, mass events, etc.



18. Students with special needs have priority for accommodation based on the recommendation of the USB Support Centre for Students with Special Needs. The Support Centre will inform the D&R USB of the number of required places in the dormitory for students entering the first year by 31 July 2024 and the list of students entering other years by 19 May 2024.

prof. PhDr. Bohumil Jiroušek, Dr.

Rector

Prepared by: Bedřiška Karasová, D&R USB Director

Distribution list: Deans of faculties, Vice-Rector for Student Affairs, Vice-Rector for International Relations, Support Centre for Students with Special Needs