

## ACCOMMODATION TIME SCHEDULE

FOR STUDENTS OF HIGHER GRADES (FULL-TIME STUDY) OF VŠB-TU OSTRAVA AND OTHER UNIVERSITIES  
FOR ACADEMIC YEAR (AY) 2021/2022

Academic year (AY)	<u>REQUEST FOR ACCOMMODATION</u>	<u>REQUEST FOR ACCOMMODATION</u>	<u>REQUEST FOR ACCOMMODATION</u>
<b>2021/2022</b>	<b>VŠB-TUO or OU student accommodated in dormitory</b>  <b>Future students of repetitive 1. year 2. year 3. year of bachelor, master and doctor study program</b>	<b>VŠB-TUO student not accommodated in dormitory in time of requesting</b>  <b>Future students of repetitive 1. year 2. year 3. year of bachelor, master and doctor study program</b>	<b>Student of different university</b>  <b>Future students of repetitive 1. year 2. year 3. year of bachelor, master and doctor study program</b>
<b>1. round</b>			
Electronic request for accommodation	<b>9. 4. 2021 – 10. 5. 2021</b>	<b>9. 4. 2021– 10. 5. 2021</b>	-
Paper request for accommodation	-	-	<b>9. 4. 2021– 10. 5. 2021</b>
Accommodation decision sending	<b>until 13. 5. 2021</b>	<b>until 13. 5. 2021</b>	<b>until 13. 5. 2021</b>
Electronic room reservation	<b>14. 5. 2021– 19. 5. 2021</b>	-	-
Deposit payment	<b>until 31. 7. 2021</b>	<b>until 31. 7. 2021</b>	<b>until 31. 7. 2021</b>
Picking up Housing contract, eventually choosing a room	<b>20. 5. 2021 – 30. 6. 2021</b>	<b>20. 5. 2021 – 30. 6. 2021</b>	<b>20. 5. 2021 – 30. 6. 2021</b>
Start of accommodation	<b>according to the Housing contract date</b>		
<b>2. round</b>			
Electronic request for accommodation	<b>1. 6. 2021 – 31. 7. 2021</b>	<b>1. 6. 2021 – 31. 7. 2021</b>	-
Paper request for accommodation	-	-	<b>1. 6. 2021 – 31. 7. 2021</b>
Accommodation decision sending to student e-mail	<b>until 6. 8. 2021</b>	<b>until 6. 8. 2021</b>	<b>until 6. 8. 2021</b>
Deposit payment	<b>until 31. 8. 2021</b>	<b>until 31. 8. 2021</b>	<b>until 31. 8. 2021</b>

Start of accommodation and choosing a room	according to the Housing contract date
<b>3. round</b> Paper request for accommodation and evaluation of applications as soon as possible	1. 8. 2021 – 13. 9. 2021
Deposit payment	no later than the day of accommodating
<b>4. round</b> Offer of free room capacity	from 14. 9. 2021
Start of accommodation in due time	1. 9. 2021 – 13. 9. 2021
Late start of accommodation	14. 9. 2021 – 29. 10. 2021
Summer accommodation	1. 7. 2021 – 31. 8. 2021

## APPLICATION OF ACCOMMODATION PROCESS

### 1. Submitting a request for accommodation

- Requests for accommodation in VŠB-TU Ostrava dormitory are submitted electronically via the site <https://iskoleje.vsb.cz/ATkoleje>
- **Only VŠB-TUO students or OU students, who have been assigned an identification number by the Card Center of VŠB-TUO, can apply.**
- **Other interested applicants** may submit a paper request for accommodation. These applicants can find the form on the websites <http://ubytovani.vsb.cz/>. They can personally deliver the application to the Accommodation Office or send the completed and signed form to the e-mail: [accommodation@vsb.cz](mailto:accommodation@vsb.cz).
- **In case of problems with login to the system write to e-mail: [helpdesk@vsb.cz](mailto:helpdesk@vsb.cz)**
- **In case of problems with applying for accommodation write to e-mail: [accommodation@vsb.cz](mailto:accommodation@vsb.cz)**

### 2. Application of health reasons to a request for accommodation

- If a student requests special accommodation of priority for accommodation due to health reasons, he / she is obliged to submit a medical report **no later than the last day of the request for accommodation according to the Accommodation Timetable.**
- This medical report will be submitted by student to the Accommodation Office or send to e-mail: [accommodation@vsb.cz](mailto:accommodation@vsb.cz).

### 3. Accommodation decision sending to student e-mail

- Accommodation decision will be sent by e-mail
  - VŠB-TUO students to **school e-mail address**
  - Other students to personal e-mail address specified in the request for accommodation

#### 4. Electronic room reservation

- Electronic room reservation is **possible only for students who:**
  - are accommodated in dormitory in time of requesting
  - and at the same time they have an identification number assigned by Card Center of VŠB-TUO
- Login to the reservation system is possible via portal: <http://ubytovani.vsb.cz/>.
- Students may reserve **only a room where they are living in the time of electronic reservation.**
- Room reservation will be done after reapplying the request for accommodation.
- In case the electronic reservation **cannot be made, the room is reserved for first-year students and foreign students (ERASMUS etc.)**. In this case, room selection will be made at the time of picking up contracts.
- **Other students will choose their room in time of picking up contracts.**

#### 5. Picking up Housing contract

Building A	20.05.2021 – 21.05.2021	Students interested in accommodation at the building A
Building B	24.05.2021 - 25.05.2021	Students interested in accommodation at the building B
Building C	26.05.2021 - 27.05.2021	Students interested in accommodation at the building C
Building D	28.05.2021 and 31.05.2021	Students interested in accommodation at the building D
Building E	01.06.2021 – 02.06.2021	Students interested in accommodation at the building E
Buildings B,C,D,E	03.06.2021 - 30.06.2021*	Students interested in accommodation at the buildings B,C,D,E

\* The term is suitable for students who have made an electronic room reservation

- Students, who can't be present at the time of issuing contract and room registering at the dormitory, may **empowered the roommate or another person**. Student can have maximum of four powers of attorney under which the contract could be issued.
- If the student **doesn't pick up the Housing contract by the 30. 6. 2021** his/her right for the accommodation expires.
- **In case of non-collection of the contract for serious reasons** (eg non-opening of borders, serious health reasons) and impossibility to authorize another person, **the Housing contract will be signed no later than the day of boarding in September 2021**. It is necessary to inform the staff of the Accommodation Office by e-mail: [accommodation@vsb.cz](mailto:accommodation@vsb.cz) who will offer another date for signing the contract, or determines the date of check-in.
- **The accommodation services may change the above dates in view of the events related to COVID-19.** The change of data will be presented on the website <http://ubytovani.vsb.cz/>.

#### 6. Deposit

- The condition for obtaining accommodation in the dormitory is the deposit payment to the bank account No. 155 472 969/0300, the variable symbol will be sent to the student by e-mail in Accommodation decision. The deposit shall be paid in the following amount:
  - **Students from the Czech Republic and Slovak Republic** including VŠB-TUO and OU employees **3.000 CZK**

- **Foreign students** except the students from Slovak Republic **6.000 CZK**
- Bank connection for payments from abroad – deposit

ČSOB, a.s., account No. 155 472 969/0300  
 IBAN CZ420300000000155472969  
 Československá obchodní banka, a.s. (SWIFT: CEKOCZPP)  
 Account name: Vysoká škola báňská-Technická univerzita Ostrava  
 Bank address: ČSOB a.s., Radlická 33/150, 150 57 Praha 5

- This fee also serves as a reservation of accommodation.
- If a student fails to pay the deposit by the deadline specified in the Accommodation Timetable, the student will lose his / her dormitory accommodation and his / her application will be canceled.

## 7. Accommodation request

- **Staff of the Accommodation Office will accept** Applications for single accommodation **till the 31st of July 2021.**
- Forms can be found on the website: <https://www.vsb.cz/ubytovani/en/about-dormitory/documents/>.
- Compliance with the request will be announced by the staff of the Accommodation Office no later than 31 August 2021, by e-mail
  - VŠB-TUO students to the **university e-mail**
  - other students to the personal e-mail specified in the Application for Accommodation
- Request for single accommodation will be granted only in case of free capacity of dormitories.

## 8. Cancellation of accommodation request, Housing contract, deposit return

- Cancellation of accommodation request is possible in writing to e-mail: [accommodation@vsb.cz](mailto:accommodation@vsb.cz).
- If the student has paid the deposit, does not enter the accommodation and **notifies** the cancellation in writing by 15. 8. 2021, his / her accommodation request will be canceled and the deposit returned in full within 60 days from the specified date of accommodation to the current bank account stated in the accommodation request.
- If the student has paid the deposit, does not enter the accommodation and **does not notifies** the cancellation in writing by 15. 8. 2021, the Housing contract will expire and the accommodation applicant will be charged the cancellation fee according to the Price List-damages, services, fines in the amount of 3.000 CZK.

## 9. Information about payment methods and price lists

- Find at: <https://www.vsb.cz/ubytovani/en/about-dormitory/documents/>.

## 10. Change of accommodation

- In the period from 10. 8. 2021 to 17. 8. 2021, students who have received a positive application for accommodation are allowed to change the date of commencement of dormitories specified in the Housing contract or in the Accommodation decision.
- **The student will change the date of arrival by logging into [AT-koleje](#) system and submitting an Application to change the date of arrival the accommodation:**

1. Students who were accommodated in dormitory in the year 2020/2021:
    - a username: identification number assigned by Card Center of VŠB-TUO;
    - password: password specified by student
  
  2. First year students or students who have not lived in dormitories yet:
    - a username: login e-mail
    - password from the Electronic Study Application created by the student at: <https://prihlaska.vsb.cz>
    - if the student has already obtained a personal number (login) and password at the Card Center of VŠB-TUO, it is also possible to log in the AT-koleje system under this personal number. The personal number is based on the three first letters of your last name, e. g. Mr. Novak: NOV1234.
- Students will be offered in the application to change the date of arrival to accommodation **ONLY DATES, which will be free at the time of enrollment in the AT-koleje system.**
  - If the change of the date of arrival cannot be changed, e. g. due to the events held or reconstruction, **it is REQUIRED DATE OF ENTERING to the dormitories specified in the Housing contract or in the Accommodation decision.**
  - Students who cannot be present at Accommodation office on the day specified in Housing contract or in Accommodation decision can be accommodated by other persons on the basis of a power of attorney. More information at: <https://www.vsb.cz/ubytovani/en/about-dormitory/documents/>.

## CRITERIA FOR STUDENT ACCOMMODATION

The evaluation of student accommodation request is carried out according to the set criteria.

### Criteria for student accommodation in VŠB-TU Ostrava dormitory:

The score depends on:

#### 1. Commuting time

- points are set in the amount of travel time in minutes from the place of residence to the address of the halls of residence
- IDOS software is used to calculate the travel time
- 1 minute = 1 point

#### 2. Taking into account health status - ZTP / P or ZTP card

- based on a copy of the ZTP / P or ZTP card
- the points for the travel time will be increased of 2000 copies of the ZPT / P (severe health disability requiring special care/ needing assistance) card - document is presented
- the points for the travel time will be increased of 1000 copies of the ZTP (severe health disability) card - document is presented

#### 3. Other health reasons

- there are serious health reasons that prevent applicants from commuting every day to study

- serious health reasons must be substantiated by a medical certificate
- the points for travel time will be increased of 50

**4. Repeated late payment**

- the points will be reduced to applicants who were accommodated in the dormitories in AY 2020/2021 and were fined three times during the academic year for late payment of the dormitory rent
- the points for travel time reduced by 100

In Ostrava, on 6.4.2021

Tomáš Otipka  
Director of the Accommodation and Catering Services