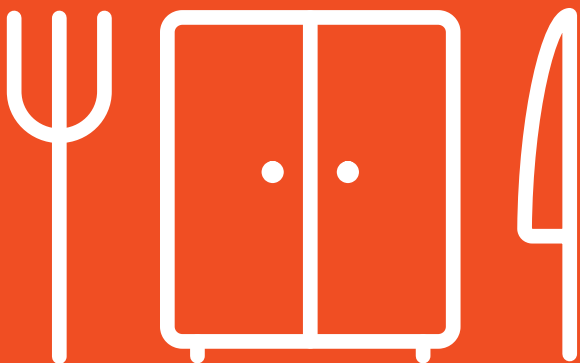


# HOUSING



Counselling and Career Centre  
UCT PRAGUE



IAESTE  
UCT PRAGUE

TUTORS

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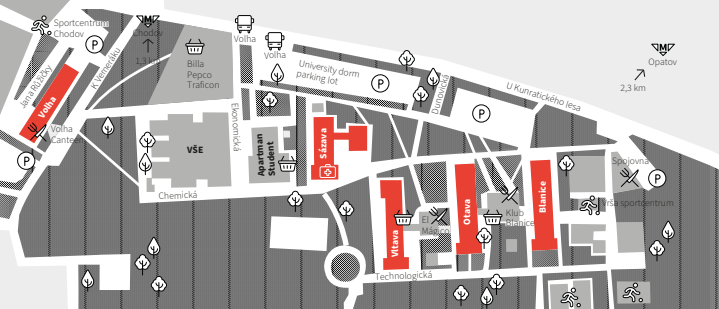
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**Volha or  
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# Dormitories



Bus stops



Groceries



Doctor



Restaurants



Sports facilities




Parking

<b>Student Accomodation</b>	Skálová Olga	220 447 123	olga.skalova@vscht.cz
	Láska Radka	220 447 120	radka.laska@vscht.cz
<b>Network Management</b>	Vrba Ivan	220 447 124	ivan.vrba@vscht.cz
	Hanus Adam	220 447 131	adam.hanus@vscht.cz
<b>Volha dormitory</b>	K Verneráku 950, 148 00 Praha 4 - Kunratice		
	220 447 201 / 220 447 250		volha@vscht-suz.cz
<b>Sázava dormitory</b>	Chemická 952, 148 00 Praha 4 - Kunratice		
	220 447 101 / 220 447 118		sazava@vscht-suz.cz

The UCT Prague dorms, Volha and Sázava, are run by the Administration of University Facilities (SÚZ). Rooms are assigned based on applications, which are evaluated according to the *Rules for Accommodation* that are updated every year.

**Smoking is forbidden throughout the whole dormitory area.**


The prices listed in the handbook are indicative; for the current ones please check the valid price lists available on the SÚZ website ( [vscht, suz, price lists](#)).

## Volha

The Volha dormitory offers single, twin or triple rooms. They are more spacious than in the Sázava dorm. Most rooms have a balcony. You can use Wi-Fi or a network cable to browse the internet for free (cable connection upon request at the Network Management office).

Every two rooms share a bathroom and a fridge without freezer (but no kitchen itself). There are two newly reconstructed shared kitchens on each floor. Selected floors offer washing machines and dryers. Small study rooms for three people are located on the 5<sup>th</sup> and 10<sup>th</sup> floor. The Accommodation Office is on the -1<sup>st</sup> floor on the left.


On the ground floor, you can find a relax zone with couches and Wi-Fi where you can watch movies, play games or study. If you want to spend an evening here, come early to secure a spot. There are also vending machines on the same floor, which offer coffee,

sweets and baguettes, filtered and carbonated water and public transport tickets; there is an ATM as well. You can also print and copy documents on the networked self-service printer for a small fee ( vscht, suz, print and copy) or scan and send your documents to your e-mail address for free.

The canteen is located in the basement. Entrances for those accommodated at the dorm are located on both sides of the reception; an additional entrance is located on the other side of the building.

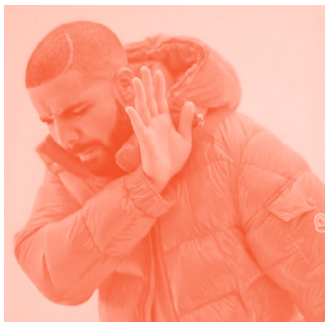
## Sázava

The Sázava dormitory offers single or twin rooms. They are not as spacious as the rooms at Volha, and only about half of the rooms have a balcony. However, there is a shared kitchen and bathroom for every two rooms. The kitchen has a fridge, a double hotplate cooker and a microwave. You can use Wi-Fi or network cable to browse the internet for free (cable connection upon request at the Network Management office).

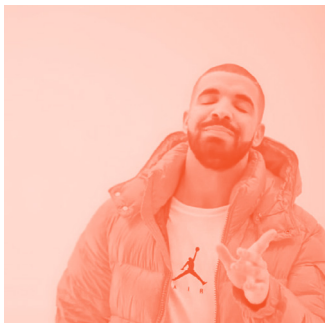
The ground floor offers a laundry room, a study room with a piano and a gym. There are also vending machines with coffee, sweets and baguettes, filtered and carbonated water. You can also print and copy documents on the networked self-service printer for a small fee ( vscht, suz, print and copy) or scan and send your documents to your e-mail address for free.

The main Accommodation Office for both UCT Prague dorms (for payments and reservations) is located here in Sázava building.





Get on  
a crowded bus  
at Chodov stop





Wait 6 minutes  
for another  
crowded bus


**Admission  
and arrival  
to the  
dorms**

# How to apply for accommodation?


The application process is different for students of short term exchange programmes (e.g. Erasmus+) or interns and long-term degree seeking programmes in English.

**Short-term exchange students** (e.g. Erasmus+) **and interns**, once accepted to UCT Prague, will receive an Accommodation Application from an admission officer via an acceptance e-mail. This form is to be filled out and sent directly to the dormitory admission office (for exchange students typically in July and November; instructions will be attached). Further communication is then direct between the student and the dormitory officer ( vscht, short term exchange, accommodation or vscht, traineeship, accommodation).

**Long-term degree seeking students**, once accepted to the studies at UCT Prague, will receive an Accommodation Application from an admission officer via an acceptance e-mail, typically in June. Once you fill in and sign the application, you have to scan it and send it back to the admission officer, who will forward it to the respective officer at the dormitory. Afterwards (typically in August), you will be contacted by a dormitories officer who will provide you with information about which room has been assigned to you and the boarding process ( vscht, study, accommodation).

**Long-term foreigner students in Czech study programmes** proceed in accordance with the Rules for Accommodation; the application is submitted online, for the 1st year students the application process typically happens in July ( vscht, suz, accommodation rules).

# Accepted to the dorms?

During the week designated for boarding, you have to visit the Operating Department of the Administration of University Facilities (SÚZ) – Sázava dorm on the ground floor, where you will be assigned a room in one of the dorms. Although you can choose your preferred building, it is not always possible to accommodate your wish. Don't forget to bring your ID or passport and the confirmation of consent for direct deposit ([more on this below](#)). The current opening hours of the office can be found on the SÚZ website ( [vscht, suz, opening hours](#)).

Visit the head of the dormitory office and hand in the required forms (Accommodation Contract, Safety Instructions, Inventory Handover Record, GDPR and the Registration Form for Foreign Police Register); afterwards you will receive keys to your room and bed linen. When in the room, you must fill in the Record of Inventory Handover – list here all the defects in the room, then hand it in at the office of the head of the dormitory. Having done that, all the formal requirements are settled.

Please note that the dormitory fee is paid from the day the contract was signed for the whole duration of the Accommodation Agreement! Your arrival can be postponed for a maximum of 14 days based on a prior agreement according to the Accommodation Rules.

**Tutor's tip:** Think in advance about whether you want to stay in the dorms over the holidays or not. If you decide in May, the accommodation will cost you 1.2 times the regular price. If you sign an agreement for the whole year, you can (while observing the 1 month notice period) terminate it without a penalty.


All foreigners are obliged to pay a refundable deposit and administrative fee (see the price list, approx. 7,000 CZK for the deposit and 400 CZK for the administrative fee).

## Not accepted to the dorms?


In case you were not accepted to the dorms, don't give up, you still have a chance. You can officially appeal the decision.


**Tutor's tip:** It has not yet happened that a UCT Prague student has not been accepted to the dormitory. A lot of people that apply for a room don't end up going to UCT Prague. So vacancies will emerge, and you will get a room.

## Paying the dormitory fee

Because the accommodation fee varies depending on the number of days in a given month, it's not convenient to send an individual payment each month. It's better if you (or your parents) set up a direct deposit from which the school will deduct the correct amount for a given month. You can set a direct deposit with monthly limit (dormitory fee and services), so no one can deduct more than the set limit. The amount is deducted on the 1st–7th calendar day of the following month, so make sure you have enough money left on your account at that time. The current price list is on the SÚZ website ( [vscht, suz, price lists](#)).

Please note that the direct deposit must be made from a Czech account – with no variable and specific symbol or using the Go-Pay payment gateway.

Other payment options are: paying through the online system ISKAM ( [vscht, suz, iskam](#)) or paying in cash or by card at the cash desk in the Sázava dorm.

**Tutor's tip:** ISKAM is an online system of the dormitories where you can check, under your UCT Prague login, your payment details, debts, etc., or e.g. report a damage ( [vscht, iskam](#)).


**Tutor's tip:** If for some serious reason you cannot pay by direct deposit, contact the Operating Department with an individual request to allow payment in cash in CZK (or by card).

## Accommodation Scholarship

The accommodation price is not subsidised. But! If you are a short-term exchange student, or you study a degree programme in Czech and your permanent residence is not in Prague, you can apply for an Accommodation Scholarship, ask your admission officer.

Long-term degree seeking students in English study programmes are not eligible for an Accommodation Scholarship.

# Living with a partner

Partner accommodation is arranged individually in the main office at the Sázava dormitory. You must apply for a partner room ( vscht, suz, partner accommodation), which will be allocated to you if your application is approved, or you will be placed in a queue. Partner rooms are available in both dormitory buildings.

# Travelling to/from school

Buses no. 177 and 203 can take you from the closest stop, Volha, to Metro line C stations Chodov, Opatov or Roztyly. You can also walk to Chodov, it's about 1.5 km. If you travel to the school buildings **in Dejvice**, you have to transfer from the line C to the line A at the Muzeum station and get off at the Dejvická station near school. In total, the journey takes about 45 minutes. If you want to go to the school building **in Holešovice**, you will only use the line C, get off at the Vltavská station, then continue couple stops by tram to the Maniny station and then walk a bit. In total, the journey will also take about 45 minutes.

At night, when the metro is not in operation, you can take the bus no. 911 from the city centre (e.g. I. P. Pavlova bus stop) which will take you to Volha stop even faster than during the day.

# Packing list

## **Do NOT Bring (Buy After Arrival):**

- Bedding (sheets, pillows, blankets)
- Kitchen supplies (pots, pans, utensils, cutlery)
- Cleaning supplies (sponges, cleaning sprays, etc.)
- School supplies (notebooks, pens, pencils, calculator, etc.)
- Laundry bag
- Pots, pans, plates, and cutlery
- Storage organizers
- Towels
- Extension cord
- Clothing hangers
- Laundry detergent (not included in washing machines)

## **Do NOT Get At All:**

- Iron
- Water filter

## **You Should Bring:**

### **Clothing:**

- Sportswear
- Swimwear
- Formal wear

### **Electronics & Essentials:**

- Power adapters (check if you need different outlets)
- Laptop & charger

### **Health & Personal Care:**

- Medicine (any prescriptions)


### **Food:**

- Any special or hard-to-find food from your home country



# Life at the dorm

## What about the internet?

Depending on which dorm you're staying at, you can connect to the "VOLHA" or "SÁZAVA" Wi-Fi. You will receive login info in an SMS at the beginning of your accommodation. If you do not receive the SMS with your WIFI login, go to the Network Management office. UCT Prague students can also connect to the school Wi-Fi "vscht" using school login data. Wi-Fi "eduroam" is also available. Every room has a cable connection as well – upon request in the Network Management office or via e-mail. Detailed information about logging in can be found at the website ( [vscht, suz, internet connection](#)).

The internet at the dorms is free, you don't have to pay any fee.

## Do you want to bring your own appliances?

You can use common electrical appliances up to 1800 W. However, heaters and cookers are prohibited. If you need a vacuum cleaner, you can borrow one at the reception. An iron is provided in the laundry room.

**Tutor's tip:** Please be careful. Do not use old and damaged appliances, which could cause an accident.

## Do you want to watch TV?

At the Volha dormitory, you can use an STA (common TV antenna) socket for connecting a standard TV. Unfortunately, there are no STA sockets (and therefore no possibility to connect a TV set) at Sázava dormitory. However, some TV channels offer the possibility of watching some of their shows online in the browser.

## Where to eat?

There is a canteen on the ground floor of the Volha dormitory. Students from other dormitories also have an access. They serve lunches and dinners. You have to register at the cash desk of the canteen using your ISIC card or UCT Prague card and deposit money into your account. Enjoy your meal.

When eating at the canteen, 17.90 CZK is sponsored for each meal; therefore, the final price of the main meal is about 100 CZK. The number of meals bought per month is not limited.

**Tutor's tip:** Credit needed for using the canteens in Dejvice is not included in the credit you use for canteens in your dorm.

You can also visit restaurants in or around the dorms area (e.g. Klub Blanice, El Mágico, El Burger Pub, Pivovar Spojovna, Picerka, etc.). If you want to cook for yourself, you can buy food in one of the two grocery stores located right on the campus.

## Where to cook?

If you live in the Sázava dorm, you share a kitchen with the room next to you. There is a double hotplate cooker and a microwave provided, you need to purchase your own utensils. At the Volha dormitory, kitchens are shared; you can find two on each floor. Every kitchen in Volha has a stove, oven and microwave, but you have to bring your own utensils and dish soap. You can use the kitchens from 7 am till 10 pm. The kitchen on the 4<sup>th</sup> floor is open 24 hours. In the Volha dorm the kitchens get cleaned centrally every day (you still have to clean up after yourself!), in the Sázava building you have to clean your kitchen yourself.



*Wash the dishes  
yourself.*




*Wait until your roommate needs  
them and washes up for you.*

## Where to do laundry?


There are self-service washing machines and dryers in both dorms. At the Volha dormitory, laundry rooms with two washing machines and one dryer are located on the 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 11<sup>th</sup> floors on the left staircase from the entrance to the building. The Sázava dormitory has a laundry room on the ground floor with eight washing machines and four dryers. There is also an ironing board with an iron; at Volha you can borrow these at the dorm reception.

It can happen that your ISIC card gets blocked and you cannot enter the laundry room anymore. In this case check if you have any unpaid bills or your contract has expired. Sometimes there is a mistake in the system and cards get blocked on accident. To unblock the ISIC card visit the Sázava office.

## How to do laundry?

1. You can check the washing machine and dryer availability in ISKAM ( [vscht, suz, iskam](#)).
2. You can access the laundry room with an ISIC, school or guest UCT Prague card registered in ISKAM.
3. After entering the laundry room, you log in to e-Mincovník using your registered card details, e.g. ISIC. There you can choose a specific washer/dryer to use.
4. One washing/drying cycle costs approx. 40 CZK.  
Payment can be made in 2 ways:
  - a. the payment is added to your direct accommodation bill.
  - b. the fee can be deducted from your ISKAM account, which you can pay at the accommodation office at the Sázava dorm.
5. You choose the washing/drying programme and start the cycle.
6. When the cycle is finished, you will receive an SMS message.

## **Where to get clean bed linen?**

You can change your bed linen (to cover your duvet and pillow) in the bedding storeroom or in the manager's office of your dorm. You can ask for fresh sheets as often as you need, optimally once a week. The office is usually open in the morning and afternoon ( vscht, suz, bedclothes).

## **Where to get your post?**

Incoming mail is left at the reception of your dormitory. If you order a package, it must be paid for in advance; otherwise, it will be kept for you at the post office in the shopping centre Westfield Chodov, and you'll have to wait in a very long queue. You will be informed about the arrival of the shipment by email listed in ISKAM.

Electronic parcel lockers have been installed in the lobbies of both dormitories, where delivery services (such as PPL, Geis, etc.) drop off packages for residents. Once a package is delivered, you will receive an SMS with a PIN code to collect it.

If you receive a letter from the government (e.g. information about VISA), it will automatically be sent to the post office in the Westfield mall. These letters must be picked up in person, so they cannot be delivered to the dorm.

## **Where to put your luggage or bicycle?**

Safekeeping of bigger and hard-to-store items is possible in the baggage rooms of each dorm. It's free of charge and run by the reception of that dorm. Each item is signed into the book of safekeeping and given a number along with an expected pickup date.

In Volha you can also find a bicycle storeroom where you can store your bicycle free of charge. You can enter it using your ISIC or school card registered in ISKAM and lock your bike in one of the 15 hanging racks; bring your own bike lock.

## **Where to find a quiet space for studying?**

There is a study room with a piano at Sázava. Check in at the reception, and in exchange for your ISIC / UCT Prague card, you will be provided with the keys to the study room. When you leave, return the keys and get your ISIC / UCT Prague card back.

Small study rooms are also available on the 5th and 10th floor of the Volha dormitory; entry is allowed only to the residents of the dormitory by using the ISIC / UCT Prague card.

## **Where to exercise?**

If you want to work out and don't need any extra equipment, you can use the gym at Sázava. The gym is relatively small; it can only accommodate about ten people at once. Sometimes it's crowded, so be smart about picking the right time to come!

Before your first visit, you need to register at the reception and pay a yearly fee (see the price list, approx. 600 CZK). You will receive a gym card, which you should always show upon entry. With this card, you'll be lent a gym key. You can also buy a one-time ticket for about 60 CZK at the reception. The gym has a dressing room, showers and toilets. You can put your things in the lockers in the changing rooms, but beware – they don't actually have any locks! After training, it is necessary to clean up after yourself and return the key to the reception.


There is also a multi-purpose outdoor sports ground available free of charge in the dormitory area. Tennis courts, a beach volleyball court or a medium-sized football pitch can be used for a fee. You can also try regular fitness mini-trampoline jumping lessons at the Blanice dormitory. The nearby Kunratice Forest offers ideal conditions for running or cycling.

## Do you need a doctor?

The Puls clinic located in the Sázava dorm offers a general practitioner and a gynaecologist.

Medical assistance can be also found in:

- The Jižní město clinic, on the way to Chodov
- The Thomayer Hospital in Krč


See more recommended medical facilities on the web ( [vscht, medical facilities](https://www.vscht.cz/medical-facilities)).

**Tutor's tip:** If you wish to visit the general practitioner at the dorms, you must register at their office. Otherwise, the doctor will only accept urgent cases.

## Do you want to see your friends in person?

Do you want to go out with your friends? In the vicinity of the dorms, you can go to, for example, the Blanice student pub, the Spojovna restaurant or the U Dvou přátel wine bar. When these establishments close, you can move to the El Mágico Club, which is located in the basement of the Vltava dormitory.



You can also organise a trip to Krkonoše, the Krušné mountains or Běstvina because UCT Prague owns training and recreation facilities in those places ( vscht, suz, recreation facilities).

## **Can friends/family sleep over?**

Of course, they can. Your guests have two options: either sleep directly in your room for a fee, see the price list, approx. 60 CZK (you must report them to the reception of the dormitory as visitors and they must be approved by the present roommate), or you can book them a room in the hotel part of the Volha dormitory (booked through the Operating Department).

## **Do you want to have a pet at the dorms?**

You can have a pet in the dormitory, for a monthly fee (see the price list, approx. 100 CZK). You will need the consent of all the roommates in the room complex, and based on this consent, you can apply to the office of the relevant dormitory for approval.

## **Did you forget your keys?**


In case you forget your keys, don't worry. The reception will, in exchange for your ID card, lend you a spare key. If you lose your keys, you must pay a fee of about 1,100 CZK.

## **Did you lose anything?**

If something gets lost from your room, report it directly to the head of the dormitory or the reception. In case of a larger theft, it's possible to claim compensation from the SÚZ while reporting the incident to the police.

The SÚZ insurance entitles you to compensation up to 5,000 CZK for damages; in the event of theft by forced intrusion, you are entitled to compensation in full, except for jewellery and cash. Therefore, please lock your valuables or store them in a safe at the reception of your dormitory.


## **Did anything break?**

If something broke in your room, report it via the web interface ISKAM ( [vscht, suz, iskam](#)). Log in to your account, select the Accommodation on the top bar and then go to the 'Book of Defects'. Here you select a new 'defect', and then just select the type of defect. Here you can also report a defect occurring in common areas. The defect is usually rectified by the next day. If it's an urgent matter, you can directly contact the head of your dorm or the reception. If the light bulb in the table lamp in your room breaks, you can also change it at the reception.

## **Do you want to move to a different room?**

You can move to another room, or another dormitory within the UCT Prague dormitories. Contact the office of the Operating Department at the Sázava dormitory.

## **Do you want to live here next year?**

If you want to stay at the dorms next year, do not forget to request a reservation in time. The rules for applying for accommodation for the next year are usually published in March on the website ( [vscht, suz, rules for accommodation](#)). Applications are submitted to ISKAM in April.

**Tutor's tip:** All the necessary information will be posted on the notice boards and the SÚZ web.

## Do you want to move out?


When moving out of the dormitory, you must have a record of the payment of dormitory fees in the Inventory Handover Record up until the date of moving out. The entry is made at the cash desk at the Sázava dormitory, where you make the last payment by card or in cash – the last dormitory fee cannot be paid by direct deposit. Then you have to move out all your things and clean the room thoroughly.

To hand over your room you must sign off at the Housekeeping Office. You can find them in:

- Sázava – 4<sup>th</sup> floor across from the lifts
- Vltava – 9<sup>th</sup> floor, room 913 (blue staircase on the right)

You give your keys to the housekeepers, who will check your room, and if everything is in order, they will sign your record.

Take the record to the Accommodation Office, where you hand in your bed linen and the Inventory Handover Record. Foreigners also receive their deposit fee back, in cash or sent to their bank account.


If for whatever reason you need to move out during the weekend or holidays, you must attend to all the formalities before the last working day before your departure ( [vscht, suz, rules for accommodation, how to move out](#)).

## **Do you want to move out before the contract ends?**

The only requirement for moving out early is signing an agreement at the Operating Administration Office at least a month in advance. If you do not procure this agreement, you will be required to pay a fine according to the Accommodation Agreement.

## **How can you participate in dorm life?**

There are loads of things to do. You can become a contact person for foreign arriving students, be a member of the Dormitory Board, etc. To get more information, you can always contact members of the Dormitory Board or the dorm head office. Often you can get by just by approaching your surroundings with a positive attitude.

You can also look forward to the yearly festival Jizak live. It is a sports-music open-air festival in spring held in the dorm area ( [jizaklive](https://www.jizaklive.com)).

Life at the dorms has all the prerequisites to become one of the best stages of your life to happily look back on in the future.

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