

Dear Erasmus students,

We would like to welcome you in **TRÓJA (= 17th of NOVEMBER) Hall of Residence** of Charles University in Prague. We hope that your stay in our Hall of Residence will be a pleasant one and to help with that we have put together the following list of information you might find useful.

Please, ask at the Accommodation Office or the central Erasmus office of Charles University (= European Office / Evropská kancelář) if you have any other questions. (*International students who are not coming with the Erasmus exchange programme please contact the appropriate coordinator(s).*) **Head our non-smoking policy + night quiet hours rule 10 p.m.-7 a.m.!**

ARRIVAL DURING THE OFFICE HOURS OF THE ACCOMMODATION OFFICE:

If you arrive during the office hours of the **Accommodation Office** (*Ubytovací kancelář*), go directly there (ground floor of the higher building A), pay the rent for the remaining days in September/February (October/March rent is part of the deposit), sign your Accommodation Contract and get your key. Please, note that during September and in early October, there will be many students visiting the Accommodation Office in its office hours – please, do not get discouraged by the queues in front of the office. We will do our best to administrate everyone as fast as possible.

OFFICE HOURS OF THE ACCOMMODATION OFFICE (= UBYTOVACÍ KANCELÁŘ):

Kolej 17. Listopadu (Trója) / Hall of Residence Trója (= 17th of November)	po-čt/Mo-Th	8.00 - 11.00	12.45 - 15.00
	pá/Fr	8.00 - 11.00	zavřeno / closed

ARRIVAL OUTSIDE THE OFFICE HOURS OF THE ACCOMMODATION OFFICE:

If you arrive to Trója Hall of Residence outside the office hours of the Accommodation Office and have informed your Erasmus coordinator (*or other responsible person in the case of a different exchange programme than Erasmus*) on time, the keys from your room will be prepared for you at the **reception of building A** (= the higher building). Here you need to pick up also your set of **bed linens** (= *povlečení*) in the case of outside-the-office-hours arrivals.

You are asked to visit the Accommodation Office (located in building A) on the next work day (during the office hours – see above) to sign your Accommodation Contract. You will be requested to pay the rent for the remaining days in September/February; October/March rent should have been covered by your transfer of deposit and approximate first month's rent. The payment is possible in cash or by card.

BED LINENS (= POVLEČENÍ), TOWELS:

Upon your arrival during office hours, pick up a fresh set of **bed linens** in *sklad prádla* (= *storage of bed linens*) in the basement of building A. Pillow and blanket will be provided in your room. You can get your bed linens changed for clean ones each few weeks in *sklad prádla*. During the semesters, *sklad prádla* is open on Tuesdays and Thursdays, 8-11 and 13-15. In the time when the students are moving in, *sklad prádla* is open each work day.

Towels and **kitchen towels** are not provided. Please, bring your own towels and kitchen towels with you.

LAUNDRY AND HANGING ROOMS (= PRÁDELNA A SUŠÁRNA):

You will find laundry on each floor of both buildings of Trója Hall of Residence. Pick up the key for the laundry from the reception of your building. The fee for use of the laundry room is 10 CZK / 30 minutes (students usually pay 15 CZK for one use of the laundry).

Ask for the key to the laundry room: *Prosím klíč od prádelny.* (= *Please, (be so kind and lend me) key to the laundry room.*)

BATHROOMS AND TOILETS (= KOUPELNY A ZÁCHODY); KITCHENS (= KUCHYNĚ):

The rooms in Trója Hall of Residence are arranged into **small flats**. Each two rooms share a bathroom and toilet facilities and a small kitchen. Wardrobes are usually situated in a common ante-room of each of the small flats.

Kitchen is equipped with an electrical stove and a fridge (usually without freezer). There are no **kitchen utensils** (such as pans, plates, cups, glasses, etc.) provided so you need to bring/buy your own set.

Please, note that **students have to clean their rooms, kitchens, bathrooms and toilets on their own.**

REPAIRS (= OPRAVY):

If anything gets broken in your room/flat, please, stop by at the reception of your building and record your name, number of your room and the item that needs to be fixed. Here is a small Czech-English dictionary of the possible items to be repaired in your room:

Potřebuji opravit: ... (Repair is needed for:...)

skříň = wardrobe
židle = chair
stůl = table
postel = bed
lednice = fridge

lampa = lamp
žárovka = bulb
elektrická zásuvka = electric outlet
okno = window
police na knihy = bookshelf

dveře = door
topení = heating
vaříč = stove
záchod = toilet
sprcha = shower

INTERNET (= INTERNET):

To access the internet in your room, you need to be officially registered at your host faculty and get your student **ID/ISIC card** of Charles University issued. When the student card will be issued for you, you will also receive the access code for the internet connection in your room at Trója Hall of Residence. Please, remember to bring your **LAN cable** with you (the provided internet connection is LAN one).

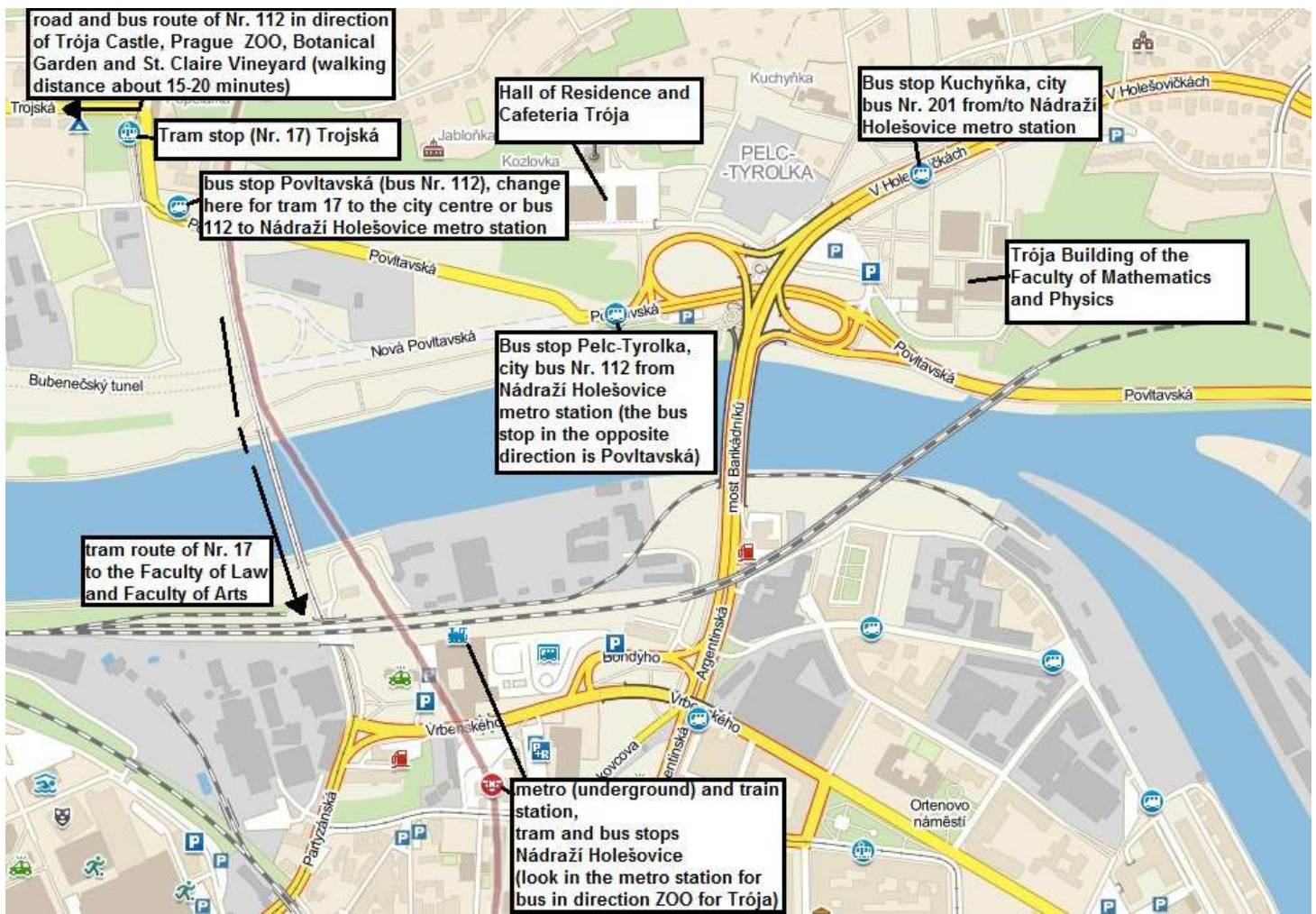
There is a small fee for using the notebook (15 CZK / 1 month) and the internet connection (100 CZK / 1 month). The transfer of the data is free of charge.

PAYMENT OF RENT (= PLATBA NÁJEMNÉHO):

We ask you to pay your rent always **until the 20th of each preceding month** in the Accommodation Office (in cash or by card) or via bank transfer (from 2nd month of rent on). Trója Hall of Residence accepts cash and card payments of rent without problems, so you do not need to start a Czech bank account unless you wish to.

The exact amount to be paid will be announced via email around the 10th of the preceding month and you can find it also in the Student Information System, on the **website concerning your university housing** (includes overview of all your past rent payments): <https://is.cuni.cz/koleje/platby/>.

PLEASE, NOTE THAT THE RENT WILL BE SLIGHTLY DIFFERENT EACH MONTH (= it is counted by the number of days in each month, so you shall pay less in a 30-day-month than a 31-day-month). It also differs by shorter and longer stays.



BANK MACHINE/ATM (= BANKOMAT):

The closest bank machine is located in the metro (underground) station *Nádraží Holešovice*, one bus stop by bus Nr. 112.

CAFETERIA:

Trója Cafeteria is located directly in the hall of residence Trója, in the basement of building A. Menu in Czech is available here: <https://kamweb.ruk.cuni.cz/webkredit/> (select **17. listopadu – menza** and Zobrazit jídelníček).

SHOP

There is a small **groceries shop** located in Trója Hall of Residence, just behind the entrance to Building B. The opening hours are Mo-Fr 7:00-13:00 + 17:00-24:00; Sa-Su 9:00-13:00 + 17:00-24:00. Possible are only cash payments in Czech crowns.