

## UNIVERSITY OF NYIREGYHÁZA

### CAMPUS DORMITORY AND BESSENYEI HOTEL HOUSE RULES

The house rules contain the rights and obligations of the residents of the Dormitory, the cohabitation, health, safety and fire protection regulations ensuring the proper use of the Dormitory, as well as the procedure for staying in the Dormitory.

#### **I. Rights and obligations of residents of the dormitory**

- 1) Adherence to the house rules is mandatory for all residents and guests of all dormitories.
- 2) The rules of moving into the dormitory is based on the information published on the dormitory's website [www.nye.hu/koli](http://www.nye.hu/koli).
- 3) By moving in, the residents of the dormitory accept the house rules of the Campus Dormitory and Bessenyei Hotel, and at the same time undertake to observe the written and unwritten rules and norms of cohabitation, and take into account the right to the preservation of human dignity.
- 4) The resident of the dormitory is obliged to sign the "Dormitory Agreement. By signing the agreement, the residents studies, accepts and comply with the Dormitory rules, the Fire Safety Instruction and the Occupational Safety Information.
- 5) The residents of the dormitory have the obligation to report their address within 3 working days after moving in at the local government. Foreign students are obliged to submit the address report to the Northern Great Plain Regional Directorate of the National Directorate for Foreign Policing. The address form is signed by the group leader of the Campus Dormitory and Bessenyei Hotel as the accommodation provider.
- 6) Upon moving into the dormitory, residents receive a dormitory access card, which they are obliged to carry and present at the request of the dormitory reception service or another person entitled to certification (group leader, dormitory administrative administrator, building manager, operator).
- 7) The rights associated with dormitory membership are not transferable. The dormitory access card cannot be transferred to another person, the misuse of the card is accompanied by a written warning, and after several cases, the resident is immediately expelled from the dormitory. The loss of the access card must be reported to the group leader and the dormitory operator within 24 hours, and the dormitory resident must reimburse the costs incurred after consultation with the operator.
- 8) The room assignment of the residents is prepared by the University Dormitory Committee, unilateral change of this entails exclusion from the dormitory.
- 9) After moving in, it is possible to change rooms in September. Thereafter, only in justified cases, with the permission of the group leader. (To request a room change, fill out the "Room Change in Campus Dormitory Buildings" form.)
- 10) At the initiative of the group leader, in exceptional cases, if the optimal space management of the dormitory requires, students must change rooms.
- 11) The residents of the dormitory are obliged to use the equipment they use as intended and to protect the property of the dormitory.

12) The residents of the dormitory may address the group leader with remarks and suggestions regarding all issues and regulations affecting the dormitory community and the dormitory.

13) The residents of the dormitory must leave the dormitory no later than the date specified by the chancellor, in line with the academic calendar. Students eligible to receive the diploma must move out no later than 3:00 p.m after the first day followed by the Graduation Ceremony.

14) After the end of the academic year, university students can use accommodation on request during the summer period ("Request summer accommodation" form). It is the responsibility of the team leader to assess the application.

15) Moving out is done by application, which must be submitted to the Dormitory Office. The application can be downloaded from the dormitory's website.

16) When moving out from the dormitory, the resident is responsible for the equipment and supplies used, hand over the entrance card, clean the room, hand it over in the presence of the operator - on the basis of the condition assessment sheet.

## **II. Order of payment of the dormitory fee / accommodation fee**

1) The resident is obliged to pay the dormitory fee approved by the University Senate by the 20th of each month. The external person admitted to the dormitory has to pay the amount of accommodation fee approved by the Chancellor, until the 20. day of every month in advance.

The procedure for the payment of dormitory fees / other fees to be paid by foreign self-paying students is set out in Annex 1 of the Rules of Procedure of the Property Management Office of the Economic Directorate and the Annex 2, Rules of Procedure of the Campus Dormitory and Bessenyei Hotel section II. Part 10.

2) The amount of fees to be paid by the collegiate is included in the "Dormitory Agreement", in the case of an outside person in the "Agreement".

3) The full dormitory fee is mandatory for each month started, for which the Chancellor may grant a discount in exceptional justified cases upon individual request.

4) The procedure for the payment of dormitory fees and other fees (cultural fee, compensation / development contribution (hereinafter: dormitory contribution) is set out in Annex 1 to the Rules of Procedure of the Property Management Office of the Economic Directorate, Campus Dormitory and Bessenyei Hotel Rules of Procedure Part II section 8 and 9.

## **III. Room regulations**

1) For the order and cleanliness of the living room and the belonging rooms; for its equipment, for the preservation of their condition; Residents are individually and jointly responsible for the proper use.

2) It is FORBIDDEN to stick decorations or posters on walls, furniture, furnishings, doors, windows! Any aesthetic damage caused by gluing must be restored or must pay the compensation specified by the operator.

3) It is forbidden to disconnect, reconnect, modify or damage the wires, connectors and fire alarms in the rooms and common areas. In case of violation of this rule, the resident of the dormitory will receive a written warning - by the group leader - in case of repeated request, he / she may be expelled from the college by disciplinary proceedings.

Furthermore, the person who caused the damage in the equipment of the dormitory is obliged to compensate, if the fact of the damage can be proved and is recorded in the minutes; if the identity is unknown, the damage is charged for the common cost.

4) Errors, damages and deficiencies detected in the living rooms and in the dormitory building are reported on the dormitory gate of the main entrance. Reporting problems is in the interest and duty of all dormitory residents! If the error is not remedied, the dormitory resident is entitled to report it to the group leader.

5) When leaving the dormitory, the room must be closed, a window closed, electrical appliances switched on and off (with the exception of the refrigerator). Damage resulting from failure to do so (eg freezing of the heating system) is an event of damage which is attributable to the dormitory resident.

6) The dwelling unit (building 4) and rooms (building 1-2-3) are cleaned by the residents themselves and are responsible for the cleanliness. The room schedule can be checked by the group leader, the dormitory administrative clerk and the building manager on pre-arranged days, as well as at random times. Residents will receive a written warning in the event of a room violation that does not meet hygiene requirements and aesthetic requirements, and a series of insufficient room policies may result in expulsion from the dormitory.

7) Residents of the dormitory may bring their own electrical appliances into the dormitory only with a permit. When importing electrical equipment, a "Equipment Import Protocol" form must be completed and submitted to the operator for approval. The following electrical appliances may not be stored in the dormitory (fire protection, accident protection): - microwave oven, - grill, - sandwich maker, - fryer, - double stove, - electric heater (radiator, fan), - immersion kettle. In building 4, the kitchen in the living rooms can be used with electric kitchen utensils, in addition to the use of the extractor hood. In addition to the above, the use of other devices and equipment that are hazardous to fire and can cause accidents is strictly prohibited. If the electrical equipment listed above is present in the living room in connection with a room inspection, disciplinary proceedings will be initiated against the dormitory resident.

8) Electrical equipment may only be used in the living room in accordance with the relevant contact protection, occupational safety and fire regulations.

9) The operator of the dormitory, the persons authorized by the operator may enter the room in an official case (maintenance, inspection) in the absence of the residents.

10) It is strictly FORBIDDEN to smoke, keep animals, store or consume substances harmful to health in the living room, or engage in accident-hazardous activities!

11) It is the responsibility of the residents to keep the rooms shared in the residential units clean and to empty the rubbish bins as needed. The waste must be collected according to the rules of separate waste collection and disposed of in a designated landfill at least twice a week. It is forbidden to dump waste in common areas! If necessary, information on the separate collection of waste should be sought from the operator of the college.

#### **IV. Room card, room key collection and delivery**

1) It is possible to pick up a guest card if the resident loses his / her room card, forgets at home, breaks it, is stolen, or the card becomes inoperable. The maximum time to return a guest card is 2 weeks, which cannot be extended. After the specified delivery deadline, the guest card will be

blocked. If the dormitory room card does not appear during this time, the resident is obliged to pay for its replacement in the amount specified by the operator.

2) Furthermore, in case the dormitory resident loses his / her dormitory room card during a crime (his / her documents are stolen from him / her and he / she has a police report) or the room card breaks down and there are no signs of external damage (breakage, cracking), the card is free of charge.

3) Only the sticker issued by Campus-Land Kft. can be affixed to the dormitory room cards. In case of all other decorations, drawings, stickers - at the latest when moving out - the full price of the card must be paid.

4) At the beginning of the school year, those who move in may replace the photo required for personalization by the relocation deadline set by the group leader. Those who move in during the year have 1 week to arrange personalization. After the deadline, dormitory residents without a photo ID can only enter the dormitory with a separate identification.

5) It is only possible to collect a room key if there is a fault in the access control system that the operator cannot rectify during working hours. Keys must be handed in to the dormitory main gate 1 week or more after the fault has been rectified. Keys not handed over after 1 week will result in a lock replacement, the cost of which will be borne by the resident collecting the key.

6, In the case of a forgotten room card in the living room, it is possible for a colleague performing the security service to open the door upon request, after proper documentation. There are two ways to do this:

1. personal opening, when the security guard accompanies the dormitory to the given room and opens the door with his "joker" card;
2. the security guard initiates a remote opening from the main gate of the dormitory with the help of the access system. In both cases, after proper identification (resident list, neptune code, photo), the security guard only opens the door where the resident lives. In the event of a personal opening, the security guard will ask you to present the forgotten room card inside.

## **V. Policy on receiving guests**

1) You can receive a guest living in the dormitory (1 person) between 7 am and 11 pm, and if the guest arrives after 6 pm, the dormitory resident must welcome the guest in person at the main entrance gate of the dormitory. The arrival of the guest is documented by the colleague who performs the dormitory reception service, which is confirmed by the signature of the host and the guest, then the guest receives a card for the duration of the stay, which they are obliged to hand in on departure. A guest can only stay in a living room if all residents agree. The resident receiving the guest has a moral and financial responsibility for the guest. The provisions of the house rules are also required for the guest. If the guest leaves after 23:00, the college student will receive a written warning.

2) Sleepovers of the guest or visitor is strictly forbidden, the occupants of the room can always be held liable in the framework of disciplinary proceedings, the facts must be recorded in the minutes.

## **VI. Dormitory provisions**

- 1) Dormitory residents entering 6 pm have to present a dormitory room card. After the room card personalization labels have been prepared, the colleague who performs the dormitory reception service is obliged to make a report if the dormitory resident uses a non-personalized room card. After receiving the minutes, the group leader warns the resident in writing about the use and replacement of the room card personalization label.
- 2) In order to ensure the peaceful rest of the residents, there is a silence decree in the dormitory from 11 pm to 7 am, which is also valid during the day during the examination period and summer accommodation. Furthermore, any loud activity that disturbs the peace of the residents of the dormitory is prohibited.
- 3) Only posters and announcements concerning the dormitory or related to university education may be posted in the dormitory with the approval of the head of the Center for Administrative and Human Resources.
- 4) Smoking is FORBIDDEN in the dormitory building, dormitory rooms and common areas!
- 5) It is strictly FORBIDDEN to import, consume and sell alcoholic beverages and drugs in the dormitory building (also in the living room)!
- 6) It is forbidden to bring a weapon, an object classified as a weapon into the territory of the college, as well as objects specified by the decree of 175/2003. (X.28.) which are particularly dangerous to public safety. The ban applies to self-defense- sports-hobbies- traditional- weapons and devices held for the purpose and with a license.
- 7) In case of suspicion of a disciplinary offense, emergency or other disorder, the group leader is entitled to enter the living room and take action there. In the residents' absence, the dormitory administrative administrator, the colleague in charge of the building or the colleague performing the reception service may take action.
- 8) The residents use the mechanical, electrical and other equipment, furniture and all equipment of the dormitory, their own property under their personal and financial responsibility. This responsibility applies in particular to the protection of property, compliance with fire and occupational safety regulations.
- 9) Emergencies, malfunctions must be reported immediately at the gate. At the same time, efforts must be made to eliminate them and to eliminate the risk of accidents.
- 10) It is FORBIDDEN to take out the tools and equipment belonging to the inventory of the dormitory from the building!
- 11) Residents take care of the professional operation of their personal machine equipment and the safe storage of their money and valuables.

## **VII. Services**

- 1) The cleaning of the common rooms in the dormitory building and the removal of rubbish (daily) is performed by the dormitory operator.
- 2) Descaling of dormitory living rooms twice a year is mandatory, regardless of whether the room residents request it or not. Descaling is the responsibility of the operator, of which the operator must notify the group leader and the occupants of the room at least 3 working days in advance.

- 3) The residents of the dormitory are provided with washing and drying facilities in the laundries located in the basement of the buildings. The key can be picked up at the reception by presenting a card.
- 4) Cooking is possible in the kitchens per residential unit or per floor. Due to the increased risk of infection and the possibility of mass food poisoning, it is FORBIDDEN to keep unwashed dishes and food scraps in the kitchen and living room!
- 5) The dormitory has a 24-hour reception service, which also provides services related to the daily living of the residents. The person performing the reception service is responsible for the order and security of the dormitory, and is entitled to control the persons entering and leaving the dormitory.
- 6) Postal items arriving at the dormitory can be picked up at the dormitory portal.
- 7) The dormitory provides medical care to dormitories at the time of the announced order.
- 8) The operator provides blankets, pillows and bed linen for movers (upon request) for a fee.
- 9) All rooms have free TV connection and internet access.

### **VIII. Opening hours of the dormitory**

1, The entrance to the dormitory from the post office, the entrance next to the grocery store, the entrance from the ramp for the disabled and the entrance to the Bessenyei Hotel (in front of building 4) are open from 06:00 to 18:00 on weekdays and from 06:00 to 16:00 on Saturdays. On public holidays, access to the building is only possible at the main entrance to the dormitory.

The group leader supervises the provisions of the Dormitory House Rules, the dormitory administrator monitors the regulations in cooperation with the building managers.

In case of violation of any point of the house rules, the resident may be expelled from the dormitory by disciplinary proceedings based on the decision of the Disciplinary Subcommittee of the University of Nyíregyháza.

This Policy shall enter into force on 2 September, 2021.

Nyíregyháza, 1<sup>st</sup> September, 2021

**Halkóné dr. Rudolf Éva**

**Chancellor**