

**Appendix. 1.****RULES OF OPERATION OF CAMPUS DORMITORY AND BESSENYEI HOTEL****PART I.****GENERAL PROVISIONS**

1. The scope of these Operating Rules extends to students of the University of Nyíregyháza Campus Dormitory and Bessenyei Hotel (hereinafter: dormitory resident), who have a legal relationship with the University of Nyíregyháza (hereinafter: the University), to dormitory residents, hotel guests (hereinafter external persons), For the employees of the organizational unit of the dormitory and Bessenyei Hotel, as well as for those employed in other legal status.
2. The general supervision of the Campus Dormitory and Bessenyei Hotel is performed by the Chancellor, the head of the Economic Directorate (hereinafter: economic manager) and the operational professional management by the head of the Asset Management Office (hereinafter: office manager). The work of the office manager is professionally assisted by the team leader (not on a managerial basis).

**PART II****RULES OF PROCEDURE OF THE DORMITORY****1. THE BASIC FUNTION OF THE DORMITORY**

1. The basic task of the dormitory is to accommodate students who have been admitted to the University and have a student legal relationship with the institution. It is mainly the placement of students who have a permanent residence outside the administrative boundaries of the place of training (settlement) and who need it for social reasons.
2. The dormitory provides housing, a home, and adequate learning and relaxation opportunities for the dormitory residents. With its specific tools, it contributes to making the members of the college suitable for their chosen careers and seeks to increase the professionalism of college

students. It supports and assists their professional and general education, physical training, individual and mainly community activities aimed at spending their free time meaningfully. It pays close attention to its highly talented and disadvantaged residents.

3. In view of their serious social or health situation, the dormitory places available at the University may, pending the existence of such a situation, accommodate students / outsiders permanently residing at the place of training.

4. The utilization of the free capacity of the college may be based on the decision of the Senate of the University. Use of these dormitory places is by agreement (Appendix 2).

5. College students may live in the dormitory for a dormitory fee set by the University Senate per academic year. Dormitory fees are reviewed and may be adjusted annually. Based on the joint proposal of the Chief Financial Officer and the head of the office of the Campus Dormitory and Bessenyei Hotel - in agreement with the Student Association Board (hereinafter: HÖT) - the Senate decides on the awards before the Chancellor's proposal. The amount of the accommodation fee to be paid by a person who does not have a student legal relationship at the University of Nyíregyháza (hereinafter: an external person) is determined by the Chancellor.

6. After moving in, the student is obliged to pay the dormitory basic cultural fee established by the Chancellor.

7. The students and the external persons are obliged to pay a compensation / development contribution (hereinafter: dormitory contribution) per academic year, as determined by the Chancellor.

8. It is the responsibility of the operator to ensure the operating conditions of the dormitory.

## **2. MANAGEMENT OF THE DORMITORY**

1. The operation and operational professional management of the dormitory is ensured by the following persons:

a) office manager,

b) team leader,

c) administrative administrator.

2. The staff of the dormitory shall be appointed by the Chancellor. The group leader shall be entrusted with temporary additional tasks by the Chancellor.

3. The team leader is assisted by the administrative administrator. Their duties and powers are contained in the SZMSZ, these Operating Rules and the job descriptions.

4. The main duties of the office manager:

a) performs the operational management of the college,

b) directs and supervises the work of the team leader and the administrative administrator,

c) oversees that the College operates in accordance with the educational and training objectives of the University, the relevant legislation and the regulations of the University

5. The main tasks and powers of the team leader are:

a) cooperates, liaises with the HÖT and the operator of the Sandra Youth Hostel,

b) performs the professional management of the dormitory,

c) performs the tasks assigned to him / her by the head of the office,

d) supervises the timely payment of fees (dormitory fee, accommodation fee, cultural base fee, dormitory contribution, card personalization fee) paid by students living in the dormitory, as well as by outsiders,

e) take the necessary measures in case of non-payment of the fee,

f) implements the decisions made by the Senate of the University regarding the college,

g) coordinates and ensures the dormitory data provision by the Rector and the Chancellor to the authorities,

g) may initiate - in prior consultation with the head of the office - the action of the Rector, the Chancellor, the HÖT in matters concerning the dormitory,

h) give a written warning to the resident of the dormitory in case of violation of these Rules of Procedure and the House Rules.

(i) in the event of a breach of these Rules of Procedure and the House Rules, may, with the prior opinion of the Head of the Office and the Chief Financial Officer, propose to the Chancellor to initiate disciplinary proceedings.

6. Duties and powers of the administrator:

a) maintains and responsible for up-to-date, full-fledged administration of the campus dormitory of the students residing at the Sandra Youth Hostel

b) prepares the information on the college requested by the head of the office,

c) verifies the timely payment of fees paid by college students and outsiders (dormitory fee, basic cultural fee, dormitory contribution, accommodation fee, card personalization fee),

d) co-operates with the HÖT,

e) performs the tasks assigned to her/him by the office manager and / or the team leader.

7. The institution has a University Dormitory Committee (hereinafter: EKOLLBIZ), which committee's tasks and powers are included in the “Rules of Procedure of the College Committee of the University of Nyíregyháza” adopted by the Senate. The work of this committee is assisted by the Student Dormitory Group (hereinafter: HAKOCS).

### **3. RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENTS**

1. The rights of the dormitory resident:

a) to be able to study at the university in a safe and healthy environment, and, depending on the talent, ability and interest, receive help with studies, career start, in particular, to make use of the facilities, facilities, services available in the College,

b) can make suggestions, initiatives and remarks for the development of dormitory community life,

c) make suggestions and questions to the team leader on personal and community issues, to which he / she must receive a substantive answer within 30 days at the latest,

(d) for the uninterrupted use of the dormitory spaces and community space and to be able to study and live in the dormitory undisturbed beyond the constraints of cohabitation.

e) to be free to express an opinion on the functioning of the dormitory, while respecting human dignity,

(f) the right to housing in the college is respected, provided that the exercise of this right does not infringe the similar rights of others and does not restrict the exercise of the right of peers to study.

Duties of the dormitory residents:

a) to meet the requirements of the University and the College to the best of their ability, to study effectively,

(b) if the student residing in the dormitory terminates his / her dormancy or resides in a dormitory in the event of a temporary change, is obliged to immediately notify the group leader in writing (and, if necessary, move out of the college) about the occurrence of the exclusion condition (s). If a student makes a false statement or fails to report, he or she is required to leave the college immediately and meet his or her payment obligations.

c) to get acquainted with and observe the regulations of the University, in particular the provisions of these Rules of Procedure, the House Rules, the regulations of fire prevention, and the accident prevention and occupational safety regulations,

d) to compensate for the damage caused to the property and equipment managed by the dormitory,

e) to regularly clean and tidy up their own room in accordance with the rules of hygiene,

f) to use and preserve the tools and equipment used by her / him as intended - with full financial responsibility,

g) pay the dormitory fee and other fees established for dormitory services by the time specified in these operating rules,

(h) transfer accommodation for the duration of national events in the interests of the institution for a refund of dormitory fees. (the transfer of seats can take place a maximum of 3 times a year, for a total period of 10 days, for which the holiday cannot be taken into account. A graduate student is not obliged to transfer a place during the examination period),

i) to maintain the reputation of the University and the College.

3. The rights and obligations of outsiders living in the dormitory are set out in the Agreement to be completed at the time of moving in. (Appendix 2)

#### **4. PLACEMENT OF STUDENTS APPLYING TO THE DORMITORY**

(1) A dormitory place distribution are based on application.

(2) The student must declare his / her application for admission to the dormitory electronically via the application management module of NEPTUN. The application submitted by the student is valid if sent until the deadline announced by EKOLLBIZ.

(3) If false information is provided, the application for admission shall be rejected immediately.

(4) A student who has been admitted to the University of Nyíregyháza may apply for dormitory placement, regardless of the field of study, the study programme in which the student status was established, and have a permanent residence outside the administrative boundaries of the place of training (municipality).

(5) In assessing dormitory applications, preference shall be given to a disadvantaged student who, in the absence of dormitory placement, is unable to begin or continue his / her higher education.

(6) EKOLLBIZ shall make its decision regarding the placement of the dormitory, taking into account that the Chancellor and the Rector are responsible for the allocation of 10 places.

(7) There is a dormitory / fee for accommodation in a dormitory. The dormitory fee is paid for the provision of housing conditions and related basic services to ensure proper use. The amount of basic services in the dormitory should be determined by the degree of comfort.

8) The admission assessment of the dormitory shall be published on the website of the dormitory on the basis of the neptun code with status mark: accepted - rejected – waiting list. All further information can be found on the official website of the institution (dormitory admission result, legal remedy, moving order, etc.).

(9) Based on the admission to the dormitory, the student is entitled to live in the dormitory during the study and examination period. Summer accommodation must be requested in writing to the group leader. (On the form "Request summer accommodation" available on the website) authorized by the group leader, who can only provide accommodation subject to availability, in rooms designated by her / him.

(10) Admission to the dormitory creates a legal relationship of membership in the dormitory after the signing of the "Dormitory Agreement". (Appendix 1)

(11) Interim college applications are also assessed by EKOLLBIZ on the basis of this admission system.

(12) EKOLLBIZ is responsible for the registration and administration of college applications.

(13) In the event of a violation of the law, the student may apply to the Student Appeals Committee against the decision to admit him / her. (hereinafter referred to as HAJOB), the procedure of which is contained in the Student Legal Regulations.

(14) The membership of the dormitory shall be terminated:

- (a) at the end of the period specified in the Dormitory Agreement,
- b) upon termination of the student's legal relationship,
- c) if the disciplinary decision on being expelled enters into effect,

d) if the placement of a student in a dormitory is terminated by EKOLLBIZ due to late payment - after the student's unsuccessful request and examination of his / her social situation, on the date on which the decision on termination becomes final,

e) in case of the student's resignation from the dormitory in writing, on the day of the acceptance of EKOLLBIZ. A student may resign from the dormitory only if he / she has fulfilled all the obligations arising from his / her membership.

## **5. EXAMINATION OF APPLICATIONS FOR STUDENTS APPLYING TO THE DORMITORY**

(1) Criteria for assessing the application for admission to the dormitory:

a) Total dormitory enrollment score: 55% for study score and 45% for social score.

aa) Study score: in the case of senior students, the closed average of the academic semester of the application is taken into account, while for students admitted to the university as freshmen, only social scores are 100% valid.

ab) Social score

In the case of a senior student:/ In the case of a first-year student:

net income per capita

the distance between the institution and the place of residence

social circumstance - based on the evaluation criteria of the current HÖT social support

Community activities -In the case of a senior student

b) The maximum number of points available for admission is 100. For upper year students the academic score is 55 points, the social score is 45 points and for first year students the social score is 100 points. First-year students who apply for a hall of residence at the beginning of the semester will have their academic score taken into account in the assessment.

c) Calculation of the college admission score



<b>APPLICANT</b>	
who is disadvantaged, - who is an orphan, - who is a breadwinner, - whose guardianship has been terminated due to the fact that he/she is of age	51/2007 (III.26.) of the Government Decree. 4 §
<b>STUDY RESULT</b>	
Grade point average x 11 rounded up to the nearest whole e.g.: 3.2 x11= 35.2 - rounded up to 35 points	maximum 55 points can be awarded
<b>DISTANCE</b>	
Kilometre/10 and the result rounded up to the nearest whole e.g.: distance 179 km / 10 = 17.9 - rounded up to 18 points	maximum 20 points can be awarded
<b>PUBLIC ACTIVITY</b>  -Members of the HÖT Board  - Members of HAKOCS  -Student registered with the University Sports Club  - Student with outstanding community activities	maximum 5 points can be awarded
<b>SOCIAL SITUATION</b>	A maximum of 20 points can be awarded
per capita income:	
under 15.000 HUF	20 points
15.001-20.000 HUF	18 points
20.001-25.000 HUF	16 points
25.001-30.000 HUF	14 points
30.001-35.000 HUF	12 points

35.001-40.000 HUF	10 points
40.001-45.000 HUF	8 points
45.001-50.000 HUF	6 points
50.001-55.000 HUF	4 points
55.001-60.000 HUF	2 points
above 60.000 HUF	0 points
<b>Maximum total dormitory entrance score:</b>	100 points

**6. THE APPLICATION OF EXTERNAL APPLICANTS TO THE DORMITORY,  
THE ASSESSMENT OF APPLICATIONS AND THE PLACEMENT OF  
APPLICANTS IN THE DORMITORY**

- (1) Accommodation for outsiders is on the basis of an application.
- (2) The application form can be downloaded from the official website of the institution.
- (3) The decision on the placement in the halls of residence is taken by the EKOLLBIZ.

The applicant will be informed of the decision by e-mail.

4) Requests for accommodation during the summer period must be made in writing to the group leader ("Request for summer accommodation" form available on the website) and will be authorised by the group leader, who will be able to offer accommodation only on availability of the rooms designated by him/her.

(5) An accommodation fee has to be paid for accommodation. The accommodation fee shall be paid for the provision of accommodation and the basic services associated with it to ensure its proper use.

(6) Upon admission to the dormitory, membership of the dormitory is established, following the signing of the "Agreement" (Appendix 2).

## **7. DISCIPLINARY PROCEDURE IN THE DORMITORY**

(1) The provisions of the Student Disciplinary and Compensation Code of Conduct, which is Annex 4 of the Organisational and Operational Rules of the University of Nyíregyháza, shall apply to disciplinary and compensation cases of students.

(2) Disciplinary proceedings can be ordered by the Chancellor.

(3) If an external person residing in the College violates these rules of operation and/or the College's house rules, the Chancellor is entitled to initiate the immediate termination of the Agreement concluded with him/her. In the event of damage, he/she shall compensate the damage caused in accordance with the provisions of the Civil Code.

## **8. PROCEDURES FOR THE PAYMENT OF RESIDENCE FEES AND ACCOMMODATION FEES FOR STUDENTS AND EXTERNAL PERSONS**

(1) The student shall pay monthly, by the 20<sup>th</sup> day of each academic month, the dormitory fee approved by the Senate of the University.

(2) A student who is disadvantaged, an orphan, a breadwinner or whose guardianship has been terminated due to his/her age may be exempted from the obligation to pay the residence fee on the grounds of his/her social situation. Exemption may be granted on the basis of an application, the conditions for which are laid down and decided by the EKOLLBIZ, which is responsible for admission.

(3) In exceptionally justified cases, the student may be granted a deferment of the payment of the dormitory fee on the basis of a written request, which shall be assessed by the group leader.

(4) After the expiry of the deadline for the payment of the dormitory fee, the dormitory students will receive a payment reminder via the Neptun Study System, with a deadline of 8 days. After the deadline for payment, they will receive a payment notice to their home address with a 15-day deadline for payment. Students who have not fulfilled their payment obligations by the deadline specified in the payment notice will be required to move out of the dormitory on the date specified in the decision of the EKOLLBIZ meeting, at the same time the Dormitory Agreement will be terminated with immediate effect. If the move-out does not take place on the indicated date, the items in the dormitory will be inventoried, subject to the rules of unattended management. The group leader and the person in charge of the inventory in the dormitory shall be authorised to take this inventory.

(5) Payment of the full dormitory fee is compulsory for each month started, for which the Chancellor may grant a discount on the basis of an individual application in exceptional and justified cases.

(6) The payment of the residence fees by the students is made through the Neptun Study System.

(7) External persons admitted to the dormitory shall pay the monthly accommodation fee approved in advance by the Chancellor and pay the monthly accommodation fee by the 20th day of the month preceding the month in question. Method of payment: in cash at reception or by bank transfer on the basis of an invoice issued by the University. The resident will receive a payment reminder after the deadline for payment of the accommodation fee. If the payment is not made by the due date, the Agreement will be terminated with immediate effect and the items in the dormitory will be inventoried and the rules of administration without a mandate will apply. The group leader and the inventory officer of the dormitory are authorised to take this inventory.

(8) Non-residents may, in justified cases, be granted a deferment of the payment of the accommodation fee on the basis of a written request. The Chancellor will consider the request.

## **9. PROCEDURES FOR THE MANAGEMENT OF THE BASIC CULTURAL FEE, COLLEGE CONTRIBUTION**

### **I. Cultural Fee:**

(1) The payment of the basic cultural fee is made until 30 October via the Neptun Study System.

(2) The use of the basic cultural fees paid by the students: 20% is the central fund of the dormitory, and 80% is used for cultural purposes and for the organisation and implementation of events.

### **II. Dormitory contribution:**

(1) Students and external persons are required to pay a dormitory fee, which must be paid by 30 October - for students via the Neptun Study System, for external persons in cash at the reception. On the basis of individual assessment, the Chancellor may decide on the payment obligations of academics and staff members who are residents.

(2) The dormitory residents and the external persons are financially responsible for the preservation of the condition of the dormitory building and equipment.

In the event of damage to the dormitory room or public areas or the loss of the dormitory items as well as the establishment of liability, the person causing the damage may be ordered to pay full compensation.

(3) In case of damage, if the person of is unknown, the costs of the damage shall be accounted for in a common cost from the paid dormitory contribution.

If the responsible person is known - then in the case of dormitory resident taking into account the provisions of the Student Discipline and Compensation Regulations, in the case of an external person, the Civil Code - he/she pays the amount of damage determined to the operator. Damage payable from the dormitory contribution is settled on the basis of the reports and invoices submitted by the operator.

(4) At the end of the school year, after the aggregation of the paid dormitory contribution and the amounts charged for the common costs, the remaining shall be spent on the development of tools for improving the functioning of the dormitory.

(5) Upon moving out, the change in the condition of the room shall be recorded on the condition assessment sheet, which is the basic document for the settlement of the dormitory contribution. The dormitory resident who moves out cannot claim the contribution or any remaining amount.

## **10. DIFFERENT PROVISIONS FOR FOREIGN STUDENTS**

### **RIGHTS AND OBLIGATIONS OF FOREIGN STUDENTS RESIDING IN THE DORMITORY, COLLEGE FEES / ACCOMMODATION FEES TO BE PAID, PROCEDURE OF OTHER FEES**

(1) The placement of foreign students - in consultation with the staff of the International Relations Office - is based on an accommodation confirmation.

(2) Before the establishment of the student legal relationship or after the termination of the student legal relationship, the residents are obliged to pay the accommodation fee approved by the Chancellor in cash at the reception. The dormitory registration accommodation fee is mandatory. In case of payment of accommodation fee, the foreign language registration form must be filled out by the foreign students at the reception of the dormitory upon arrival.

(3) Foreign self-financing students admitted to the dormitory are obliged to sign the Agreement in English (Appendix 3) on the day of enrolling in their university studies, in order to establish the legal relationship of the dormitory. The students are required to pay the dormitory fee for

the month in question approved by the Senate, and later the dormitory fee for the month in question, in advance, to be paid through the Neptun Study System by the 20th day of the month preceding the relevant month. In case of delay, his / her dormitory relationship will be terminated on the last day of the month in question upon prior notice.

(4) Considering of the special travel situation of foreign self-employed students, in the month of enrollment and departure, the accommodation fee is paid according to the number of days before or after the number of days used under the student status. It is the responsibility of the dormitory team leader to calculate this.

(5) Within three working days after moving to the dormitory, they are obliged to pay the amount of the deposit approved by the Chancellor in cash at the cash desk of the Financial Office.

The amount of the deposit can be found in the “Campus Dormitory and Bessenyei Hotel Service Fees” document. The deposit provides cover for any damage not reimbursed by the student. The full amount of the deposit will be reimbursed in the absence of an obligation to pay, upon submission of a “Dormitory Moving Out Request (Foreign self-financing students)” signed at the time of removal.

(6) The rights and obligations of foreign self-financing students residing in the dormitory are contained in the document “Agreement - for foreign self-financing students” to be filled in at the time of moving in. (Appendix 3).

By filling in the document, a dormitory membership relationship is established.

Upon termination of the dormitory membership, the student is obliged to personally arrange the moving out from the dormitory, according to the “Dormitory Moving out request (Foreign self-paying students). (Appendix 4)

(7) In order to solve the problems encountered, the staff of the dormitory provides a reception hour for foreign students on a weekly basis, for which the International Relations Office provides an English-speaking mentor student.

### **III. PART**

#### **OPERATING PROCEDURE OF THE HOTEL**

##### **1. THE BASIC TASKS OF THE HOTEL**

(1) The basic task of the hotel is to sell the full capacity of the hotel on the commercial market, as well as to provide the maximum service for the accommodation needs arising in the organizational units of the University.

2. The commercial prices applicable to the hotel shall be determined in accordance with the principle of economy at any time. The determination of the price is the responsibility of the Chancellor. Prices are reviewed by March 31 of each year and may be adjusted if necessary.

(3) It is the responsibility of the operator to ensure the operating conditions of the hotel.

##### **2. OPERATION AND MANAGEMENT OF THE HOTEL**

1. The operation and operational management of the hotel shall be ensured by the following persons:

a) office manager,

b) team leader,

c) sales assistant,

d) hotel receptionist.

(2) The staff of the hotel shall be appointed by the Chancellor. The group leader shall be entrusted with temporary additional tasks by the Chancellor.

(3) The professional work of the team leader shall be assisted by the sales assistant. Their duties and responsibilities are set out in these Rules of Procedure and job descriptions.

(4) The main duties and powers of the head of the office are:

a) performs the operational management of the hotel,

b) directs and supervises the work of the team leader and hotel staff,



- c) develops the work schedule of the hotel staff, prepares work schedules,
- d) supervises that the hotel operates in accordance with the relevant legislation and the regulations of the University.

(5) The main tasks and powers of the team leader are:

- a) provides professional management of the hotel,
- b) contacts with market target groups,
- c) advertising and marketing activities,
- d) organizing and coordinating the administrative activities of the hotel,
- e) proposing prices to the Chancellor,
- f) preparing contracts related to the operation of the hotel,
- g) Liaising with professional organizations,
- h) Arranging for the replacement of hotel staff in their absence.
- i) supervises the work of interns.
- j) cooperates closely with all organizational units and the operator of the University.
- (k) propose the budget to the Head of the Office.
- (k) coordinate financial accounting tasks.
- l) continuously monitors the revenues and expenditures of the unit.
- m) coordinate the hotel's reporting obligations.

(6) The main tasks and powers of the sales assistant are:

- (a) the replacement of the team leader in his / her absence in professional matters relating to the hotel,
- b) works closely with all organizational units and the operator of the University.
- c) as inventory manager, monitors the proper use of hotel tools, furniture and equipment, and takes care of their replacement if necessary.
- (d) perform financial accounting tasks on a daily basis.

(e) perform the tasks assigned to her / him by the Head of Office and / or the Team Leader.

(7) The main task of the hotel receptionist is:

a) Due to the Front-Office system, the hotel receptionist, hotel porter and cashier tasks have to be carried out,

b) Performing administrative tasks.

c) Close cooperation with the operator,

d) Performs the tasks assigned to him / her by the office manager and / or team leader.

### **3. RIGHTS AND OBLIGATIONS OF HOTEL GUESTS**

(1) Guests arriving at the hotel must fulfill their check-in obligation upon arrival. (Appendix 5: Hotel check-in documents). Check-in at the hotel also means a declaration that the check-in has read, understood and considers the policy to be binding on him / her.

(2) The room can be booked from 14.00 on the day of arrival, the time of handover of the room on the day of departure is 10.00. Stays at different intervals are possible by prior arrangement.

(3) Upon check-in, the guest's access card will be handed in at the reception. If the access card is lost by the guest, the value of the guest must be reimbursed by the guest.

(4) The fee for accommodation and other services used will be paid at the reception upon arrival. Payment methods: cash (HUF), bank card, SZÉP CARD, bank transfer - based on appropriate prior confirmation.

(5) The entrance to the hotel building is open from 06:00 to 18:00, after which the hotel guest can enter the building with the hotel card received in advance.

(6) The hotel has a reception service from 06:00 to 22:00. In case of a complaint or problem, the guest can contact the hotel reception staff.

(7) In the event of negligent or intentional damage to the equipment and tangible property belonging to the hotel, the guest shall be liable for the damage caused in accordance with the

provisions of the Civil Code. shall be reimbursed at the reception in accordance with its provisions.

(8) Smoking is prohibited in the entire University and in the entire hotel. Smoking is only allowed in the designated area.

(9) A designated parking space is available on the University's premises for guests arriving by car.

(10) The behavior of the hotel guest may not disturb the peace and relaxation of other guests staying in the hotel.

(11) Ordering and using hotel services also means accepting the conditions of participation.