

**RULES OF OPERATION OF CAMPUS DORMITORY**  
**PART I.**  
**GENERAL PROVISIONS**

1. The scope of these Operating Rules extends to students of the University of Nyíregyháza Campus Dormitory (hereinafter: dormitory resident), who have a legal relationship with the University of Nyíregyháza (hereinafter: the University). For the employees of the organizational unit of the dormitory, as well as for those employed in other legal status.
2. The general supervision of the Campus Dormitory 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 leader of administrative team (hereinafter: the team leader).

**PART II**  
**RULES OF PROCEDURE OF THE DORMITORY**  
**1. THE BASIC FUNCTION 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 permanently residing at the place of training.
4. 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 economic manager and the office manager of the Campus Dormitory - in agreement with the Student Association Board (hereinafter: HÖT) - the Senate decides on the awards before the Chancellor's proposal.

5. After moving in, the student is obliged to pay the dormitory basic cultural fee established by the Chancellor.
6. The students are obliged to pay a compensation / development contribution (hereinafter: dormitory contribution) per academic year, as determined by the Chancellor.
7. 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 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
  - b) performs the professional management of the dormitory,
  - c) performs the tasks assigned to him / her by the office manager,
  - d) supervises the timely payment of fees (dormitory fee, cultural base fee, dormitory contribution, card personalization fee) paid by students living in the dormitory
  - 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,
  - h) 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,
  - i) give a written warning to the resident of the dormitory in case of violation of these Rules of Procedure and the House Rules.
  - j) in the event of a breach of these Rules of Procedure and the House Rules, may, with the prior opinion of the office manager and the economic manager, propose to the Chancellor to initiate disciplinary proceedings
6. Duties and powers of the administrative administrator:

- a) maintains and responsible for up-to-date, full-fledged administration of the dormitory
- b) prepares the information on the college requested by the office manager,
- c) verifies the timely payment of fees paid by college students (dormitory fee, basic cultural fee, dormitory contribution, 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.

2. Duties of the dormitory residents:

- a) to meet the requirements of the University and the dormitory 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 dormitory) 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 dormitory 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.

#### **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.

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. 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

<b>In the case of a senior student:</b>	<b>In the case of a first-year student:</b>
net income per capita	net income per capita
the distance between the institution and the place of residence	the distance between the institution and the place of residence
the distance between the institution and the place of residence	the distance between the institution and the place of residence
community activities	

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 §. (4).
<b>STUDY RESULT</b>	
Grade point average x 11 rounded up to the nearest whole e.g.: 3.2 x 11 = 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 28.500 HUF	20 points
28.501-33.500 HUF	18 points
33.501-38.500 HUF	16 points
38.501-43.500 HUF	14 points
43.501-48.500 HUF	12 points
48.501-53.500 HUF	10 points
53.501-58.500 HUF	8 points
58.501-63.500 HUF	6 points
63.501-68.500 HUF	4 points
68.501-73.500 HUF	2 points
above 73.501 HUF	0 points
<b>Maximum total dormitory entrance score:</b>	100 points

## **6. 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.

## **7. PROCEDURES FOR THE PAYMENT OF DORMITORY FEES FOR STUDENTS**

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 team 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.

## **8. PROCEDURES FOR THE MANAGEMENT OF THE BASIC CULTURAL FEE, DORMITORY CONTRIBUTION**

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

- (1) The payment of the basic cultural fee is made until 30 October, in case of moving in later, within 30 days of moving in 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 are required to pay a dormitory fee, which must be paid by 30 October, in case of moving in later, within 30 days of moving - for students via the Neptun Study System.
- (2) The dormitory residents 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 - 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.

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

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

1. The University ensures the maintenance of dormitories for self-paying foreign students. Reservation of the room is based on a prior request, the request must be sent to the International Relations Office. Reservation of a room is valid with a request and a prior bank transfer of at least 5 months' dormitory maintenance fee - in EUR currency to the currency bank account of the University of Nyíregyháza. This fee covers the dormitory fees in the 1<sup>st</sup> semester of the relevant academic year (from September 1<sup>st</sup> to January 31<sup>st</sup> of the following year). You can move into the dormitory with a certificate of bank transfer. In the event of moving out during the academic year, the pre-paid dormitory maintenance fee will not be refunded.

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

3. The amount of the fees to be paid is included in the "Campus Dormitory Service Fees" document. (dormitory maintenance fee, dormitory fee, other fees, deposit)

4. 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 from 2. semester of relevant academic year. In case of delay, his / her dormitory relationship will be terminated on the last day of the month in question upon prior notice.

5. Within eight 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 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.

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

### **RIGHTS AND OBLIGATIONS OF SCHOLARSHIP HOLDER STUDENTS – STIPENDIUM HUNGARICUM (SH) AND DIASZPÓRA HIGHER EDUCATION (DFP) SCHOLARSHIP PROGRAM - RESIDING IN THE DORMITORY, DROMITORY FEES, PROCEDURE OF OTHER FEES**

1. The University provides dormitory accommodation to foreign students with scholarships before and during their study period. The accommodation is provided on the basis of a prior request, the request must be sent to the International Relations Office. A representative of the International Relations Office notifies the dormitory in writing of the dormitories' accommodation needs.

2. The institution provides dormitory accommodation for the student for 12 months, the dormitory fee is financed by the institution from the housing support (Stipendium Hungaricum Scholarship Program and Diaszpóra Higher Education Scholarship Program budget).

3. Foreign students are accommodated - in consultation with the staff of the International Relations Office - on the basis of a confirmation of accommodation if required.

4. On the day of enrollment for their university studies, foreign students who have been admitted to the college must, in order to establish a legal relationship with the dormitory, submit to the staff of the dormitory to sign the agreement translated into English in the Appendix 2.

5. The rights and obligations of foreign students living in the dormitory are contained in the document filled out at the time of moving in. By filling out the document, a dormitory membership relationship is established. With the termination of the dormitory membership, the student is obliged to personally manage the move out of the dormitory.