

## **UNIVERSITY OF PÉCS DORMITORY HOUSE RULES**

The territorial scope of this regulation shall extend to the dormitory buildings of University of Pécs, to the premises within and to the surrounding outdoor areas that belong to the buildings (collectively: dormitory area); the personal scope shall extend to everyone staying in the dormitory area.

### **1. Rules of moving in, moving out and coexistence**

1.1. The following persons may stay in the dormitory:

- persons in possession of a dormitory membership status, or persons awarded a dormitory placement within the framework of other legal relations (foreign scholarship, agreement with a local government, places of special colleges, ISC arrivals), who agree to meet the requirements related to the accommodation by signing the accommodation service contract (hereinafter: dormitory resident),
- registered guests of dormitory residents,
- persons with guest room reservations,
- visitors with administrative or educational purposes,
- attendees and invitees of events organized within the dormitory building,
- visitors of dormitory residents.

1.2. Complying with the Dormitory Rules is the obligation of all persons in the dormitory, with special regard to the rules of coexistence in a civilized manner.

1.3. University personnel entrusted with dormitory operations and employees of a contracting business association (hereinafter: operator) are obliged to carry out inspection duties in the dormitory area and shall instruct violators of the fire safety and accident prevention regulations to comply with the regulations. The Student Union of University of Pécs (hereinafter: SUUP) shall be informed about any problems encountered during an inspection.

1.4. The dormitory committees of the SUUP have an obligation and right for inspection specified in their rules of procedure. Members of the committee shall instruct the violators of dormitory rules and regulations to comply with the regulations and they shall inform employees of Residence Services.

1.5. In order to maintain the order and the safety of the dormitory, the operator may verify authorization pertaining to staying in the dormitory area as well as entering and remaining in the building and during the verification the operator is entitled to request the presentation of a photo ID for identification purposes. In case of unauthorized stay or refusal of identification, the inspected person shall leave the dormitory area.

1.6. During the move-in the student is obliged to:

- prove his/her identity
- fill in the registration form

- sign the accommodation service contract
  - approve the inventory of the room and sign the inventory sheet
  - carry out tasks (e.g. taking a photo) pertaining to making a dormitory card, a proximity device (hereinafter: entry card) in dormitories that operate access control systems
  - attend a training relating to the accommodation and to learn the relevant rules and the dormitory house rules.
  - the student is obliged to attend the fire safety training within 72 hours after establishing the dormitory membership status, to learn the characteristics of the building and to adhere to them in their entirety,
  - dormitory residents may stay only in the premises designated by the dormitory operator,
  - dormitory residents may exchange rooms with each other, or move to another room only with the permission of the dormitory manager.
- 1.7. All dormitory residents are obliged to register the dormitory address within 72 hours after moving into the dormitory as well as deregistering the address when they leave the dormitory permanently. Dormitory residents from third countries shall report their accommodation to the immigration authorities.
- 1.8. Dormitory residents in certain dormitories receive a dated photo entry card, which serves to prove their rightful stay.
- 1.9. The first issuance of the entry card comes with no cost, any additional replacement shall be paid for by the dormitory resident.
- 1.10. The condition for entering the dormitory is the verifiability of the identity, therefore the dormitory resident shall carry the entry card that proves rightful access upon both exiting and entering.
- 1.11. The dormitory entry card and the room keys along with items of the personal inventory shall be returned in the process of moving out.
- 1.12. The dormitory resident is obliged to inform the dormitory manager in case of discovering any malfunctions of the dormitory building and its apparatus as well as possible malfunctions of equipment provided to the levels of the building.
- 1.13. Only activities that do not interfere with studying and cultured lifestyle shall be conducted. During the examination period, dormitory residents shall pay special care to the quiet hours. During this period, audio-visual consumer electronics may only be used in a way that does not disturb the occupants of the adjoining rooms throughout the day.
- 1.14. After 11 p.m., it is prohibited to make noise and to engage in activities that disturb the rest or study of other dormitory residents outside the designated premises. Detection of disturbing activities shall be reported to the dormitory manager or the dormitory committee of the SUUP and they are obliged to take action to cease the disturbance as

well as making a written report. Based on the written report a disciplinary procedure may be initiated. The main entrance of the dormitory may be locked between 11 p.m. and 7 a.m. in duly justified cases and entry or exit possibilities of the building shall be provided by the operator. Upon the request of the operator, any person in the dormitory shall prove their identity and their right to stay in the dormitory.

- 1.15. During the examination period, quiet hours are in effect at all times of the day, thus making noise in the building and in designated areas as well as engaging in activities that disturb the rest or study of other dormitory residents is prohibited.
- 1.16. In the dormitory area, fire and explosion hazardous materials or devices powered by them and devices subject to administrative authorisation listed in the 175/2003. (X.28.) Government decree as particularly hazardous to public safety are prohibited to bring in, store and use.
- 1.17. Borrowed keys, pieces of equipment and items shall be returned immediately after use.
- 1.18. Room requests and other necessary documents of events organized by dormitory residents shall be submitted in the office of the dormitory committee of the SUUP. The event notifications shall be submitted during office hours, one workday prior to the event. The decision regarding these notifications is made during office hours by the dormitory committee of the SUUP in agreement with the dormitory operator. The notification shall include the place and time of the event, the expected number of attendees, the name and contact information of the organizers – responsible person(s).
- 1.19. Posters and advertisements may be posted only with prior authorisation at designated places (notice boards) in accordance with the relevant university instructions and the dormitory operator provides information about the procedure. Posters and advertisements shall not be posted at other places, doors, walls, door or window glass, otherwise the operator may remove these and any resulting damage may be imposed on the student. Posters shall be removed when the advertisement expires.
- 1.20. Absences exceeding one week shall be reported to the dormitory manager by the dormitory resident. Disadvantages resulting from the failure to report are carried by the dormitory resident.
- 1.21. Remarks related to the operation of the dormitory may be submitted to the dormitory committee of the SUUP or the operator in written form or verbally by the dormitory residents, and they may put these remarks forward via e-mail as well.
- 1.22. All business and commercial activities are subject to authorisation in the dormitory area. Authorisation for the use of premises in the dormitory area is the exclusive right of the operator.
- 1.23. Shared equipment in the community rooms may be taken out of the room only with the permission of the operator. Electrical appliances and the lighting shall be switched off, the windows shall be closed upon leaving the common rooms.

- 1.24. The dormitory resident using the community room is liable for the condition of the room and he/she shall return the room to the operator in its original condition when leaving. Damage discovered by the dormitory resident using the community room shall be reported immediately to the operator, the cost of damage subsequently discovered by the operator shall be borne by the dormitory resident presumed to cause them.
- 1.25. Upon (temporarily) leaving the dwelling unit, the last dormitory resident to leave – for safety reasons – shall lock the door of the unit, turn off all electrical appliances and close the window in any event. The operator assumes no liability for damage resulting from the failure to do so.
- 1.26. The decoration of rooms and common spaces is subject to the permission of the operator at all times.
- 1.27. The dormitory resident shall not change the lock of the dwelling unit/room. The dormitory resident who loses the keys at his/her disposal shall pay for the replacement costs to the operator. Keys at the disposal of the dormitory resident and the entry card shall not be passed on to others.
- 1.28. Furnishings and other equipment in the dwelling unit shall be used only as intended, the operator assumes no liability for damage resulting from misuse and for personal injury. Electrical connectors may only be used in accordance with the electrical shock protection, safety and fire safety standards, the operator assumes no liability for damage resulting from non-compliance with these standards.
- 1.29. The operator and the dormitory manager are entitled to inspect the intended use of dwelling units in the presence of the dormitory committee of the SUUP on a monthly basis. In case the dormitory resident is absent during the inspection, the inspection may only be carried out if the dormitory resident's attention has been drawn to it in advance (the schedule of the monthly room inspections posted on the notice boards at the beginning of the semester shall be considered as such). In the latter case, a written report of the inspection must be made.
- 1.30. In the events of damage control, troubleshooting and emergency prevention the operator may enter the (dwelling unit and the) room without prior notice, even if none of the residents are present. While entering the (dwelling unit and the) room, a written report shall be made about the event and each person in attendance shall sign it.
- 1.31. The parking lot of the dormitory may be used by employees of the dormitory, persons in possession of a dormitory parking permit as well as persons with a UP parking permit. Dormitory parking permits (periodic, long-term) may be issued by the dormitory operator. The dormitory operator will have vehicles parked in the dormitory area without a permit, vehicles parked in the designated fire route and any vehicle that obstructs pedestrian and car traffic impounded at the expense of the owner.
- 1.32. Standard mails for dormitory residents are delivered via the mailbox of the dormitory. The operator shall empty the mailboxes on a daily basis and post a list of the delivered

items. Standard mails may be taken from the operator at times specified by the operator. In case of registered mails (registered letter, parcel, voucher) the courier of Magyar Posta places a notification in the mailbox. Registered mails may be collected by presenting the notification and the photo identification at the depository post office of the dormitory.

## **2. Hygiene standards of the dormitory**

### **2.1. The operator is obliged to:**

- carry out the cleaning of the corridors and the common rooms on a daily basis,
- order the annual cleaning of common rooms,
- annually clean the windows of dwelling units in the summer period,
- ensure that the pest control treatment is carried out regularly,
- place a first aid kit at the reception.

### **2.2. The dormitory resident is obliged to:**

- use bedding, which is recommended to be changed every two weeks,
- keep his/her dwelling unit clean, paying particular attention to its hygiene, which may be inspected by the dormitory operator – as set out in point 1.29. – without prior notice (mopping the floor, window cleaning only on the inside, emptying the trash bin etc.). In the event of the dormitory resident's non-compliance with the cleaning obligations, the dormitory operator requests the fulfilment of obligations in written form with a specified deadline. After the deadline expires to no avail, the operator requests additional cleaning from the cleaning service, the cost of which shall be borne by the dormitory resident(s).
- to leave the equipment (washing machine, sink, portable stove, electric stove, microwave oven etc.) in a clean condition after use in premises designated for cooking and laundering. Abandoned dishes and kitchen utensils are collected by the cleaning staff daily and collected utensils are removed from the dormitory after 15 days of storage provided that the owner fails to retrieve them,
- preserve the cleanliness of kitchens, laundry rooms, washrooms, showers, restrooms and other common rooms.
- take out the trash accumulated in the room to the bins placed inside the designated garbage room, or to the waste containers in front of the building,
- report the detection of infectious disease or accident to the dormitory manager and the dormitory operator,
- return the room and the furnishings of the room in a clean condition by the specified deadline during the process of moving out and to return the inventory items to the dormitory manager.

2.3. In the room, it is prohibited to use high performance household appliances (electric stove, portable stove, electric heater, electric kettle, immersion heater). Coffee machines and other high performance electric appliances may only be used in the room with the permission of the operator.

2.4. Perishable food may only be stored in the refrigerator. Each dormitory resident is individually responsible for the food stored in the refrigerator.

- 2.5. Smoking is prohibited inside the dormitory and in its area. The designated smoking area is the area in accordance with the legislative requirements in front of the main entrance of the dormitory. If the dormitory resident is smoking in the dormitory or outside the designated area, he/she may be required to pay a penalty fee and in the event of multiple violations a disciplinary procedure may be initiated against him/her.
- 2.6. In the event of detecting traces of smoking in the building during the inspection of the dormitory, the person detecting them shall inform the dormitory manager. The dormitory manager shall make a written report about the case and inform the dormitory committee of the SUUP. A disciplinary procedure may be initiated against the residents of the room involved.
- 2.7. All students must comply with the fire safety and accident prevention rules and regulations. In case the student smokes or violates the fire safety, occupational safety and accident prevention rules causing damage, the student is obliged to compensate it.
- 2.8. Pursuant to expert report no. 27027/2002 of the NPHMOS, with reference to point c/ of Act XI. of 1991, section (2), subsection (1), keeping animals in the dormitory area is prohibited for public health reasons.

### **3. Liability for damages**

- 3.1. Upon the occupation of the room, the dormitory resident shall examine the inventory items and sign the inventory sheet accordingly. During the occupation of the room, he/she shall report possible flaws. Inventory items of certain premises shall not be taken to other premises. Dormitory residents moving out of the dormitory shall give an account of the inventory of the room, fill in the necessary documents, return the room in its original condition, admit to damage caused and compensate it by a specified deadline. In case the dormitory resident has a debt towards the dormitory, he/she is obliged to admit to it with his/her signature in a fully probative acknowledgement of debt.
- 3.2. The protection of the property of the dormitory is the obligation of all dormitory residents. Residents of the dwelling unit share joint and several liability for inventory items placed in the dwelling unit. The responsible person is obliged to compensate for wrongfully caused damage to the furnishings and equipment of the dormitory. In the event of damage, proceedings pursuant to the provisions of the disciplinary and compensation regulations for students shall be applied.

### **4. Visitation and guest policy**

- 4.1. Persons staying in the dormitory in a periodic manner are:
  - visitors, who visit a dormitory resident in the designated daytime period,

- guests, who are non-residents, but are in the dormitory area after 11 p.m. and for whom the host resident purchases an entrance pass as set out in the relevant order of the University. A dormitory entrance pass may be issued if roommates of the host resident give their consent to having a guest,
- clients, who exclusively use the services of organizational units and organizations operating in the dormitory.

4.2. Provisions for visitors:

- the visitor is obliged to keep the visiting hours specified in the dormitory, which lasts from 7 a.m. to 11 p.m.,
- the dormitory resident may have a maximum of 2 visitors simultaneously during daytime,
- the visitor must present a valid photo identification (e.g. ID card, passport, driver's license) at the reception upon entering, the operator shall keep a record of the arrival and departure of visitors,
- the visitor is obliged to leave the dormitory area by 11 p.m. without prompting, in case he/she fails to leave in time, the host resident shall purchase an entrance pass,
- the visitor may not use facilities reserved specifically for dormitory residents (e.g. laundry room, kitchen),
- the visitor may only enter the dormitory, if the host resident is in the dormitory. The dwelling unit of the host resident may be visited by the visitor only with the unanimous consent of the roommates. In case the host resident leaves, the visitor shall leave as well.

4.3. Provisions for guests:

- a guest may spend a maximum of 10 nights at a discount (in the room of a dormitory resident) in the dormitory. Having a guest may extend to a maximum of 3 consecutive nights. Any more days or a longer consecutive period may only be spent in the purpose-made guest rooms for a fee set out in the relevant university order.
- a dormitory resident may host a maximum of 1 guest a night at a discount,
- a guest may only enter the dormitory, if the host resident is in the dormitory. The dwelling unit of the host resident may be visited by the guest only with the unanimous consent of the roommates in this case as well. In case the host resident leaves, the guest shall leave as well (e.g. the host resident travels home for the weekend, but his/her guest would stay in the dormitory).

4.4. The dormitory assumes no liability for items left unattended in the dwelling unit.

4.5. The protection of the property of the dormitory is the obligation of persons staying in the dormitory in a periodic manner as well. The host resident assumes liability for the damage caused by the guest/visitor.

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