

## **Dormitory Rules**

- I. Dormitory rules are applying to all of the dormitory at the University of Pécs and to its outside area of the building.
- II. Dormitory rules are applying for all the habitants, who live in the dorm (1.1), and to every person, who enter into the dormitory or to the belonging area.

### **1. General provisions**

- 1.1. Following people can enter in the dormitory
  - Those, whose dormitory application is accepted and signed the dormitory contract in order to follow the rules (collegiate)
  - Collegiate's guest who checked in
  - Those who live in the guestroom
  - Who has administration
  - Visitors of the collegiate
- 1.2. All of the listed people in paragraph 1.1. has to follow the dormitory rules, especially paying attention to keep the rules of the civilized living standards. Disciplinary action is going to follow the violation of the rules.
- 1.3. Operating personnel have examination right, and the right to give order to follow the regulation of fire protection.
- 1.4. In order to keep the dormitory safe and organized the receptionist may ask to show the dormitory contract and the identification card to check the authority of the person.

### **Dormitory check-in**

- 1.6 The date of the check-in is the last weekend before the school year.  
For the check-in procedure the student have to:
  - Prove his identification
  - Fill out the registration form
  - Sign the dormitory contract
  - Check the inventory of the room
  - Take a photo for the dormitory card
  - Read the all the regulations regarding the dormitory
  - Attend on the fire protection training and follow the rules
- 1.7. All the collegiate have to register the dormitory address as her/his address immediately after they moved in and change it when they moved out.
- 1.8. Collegiate receives a valid entry card, which proves their right of abode. The first entry card/dormitory card is free of charge, for every substitution of the card the collegiate have to pay a procedure fee.
- 1.9. At the entrance, the dormitory card has to show to the receptionist in order to enter in the dorm. The dormitory card and keys have to be returned when the collegiate moves out from the dormitory.

- 1.10. If the collegiate observe any failure or breakdown at the dorm, he/she has to report it immediately at the problem book or to the dormitory managers.
- 1.11. Only those activities are allowed at the dormitory which do not hinder the studying and the civilized behaviour. During the examination, the collegiate has to pay attention on the silence order. In this time, all noisy device's volume (radio, hi-fi, lap-top) should not bother the neighbours during the day either.
- 1.12. After 23:00, rowdiness is not allowed in the dormitory building, or the hinder other collegiates studying, or other collegiate resting. If there is any violation of this rule, it has to be report to the dormitory managers or to the receptionist who has to act and report the case. All the people have to show their identification for the request of the receptionist. Disciplinary action may start regarding the report.
- 1.13 During the examination period there is a valid silence order for the whole day. This means that rowdiness is not allowed. Any activity which hinder students in their studies or rest is not allowed
- 1.14. Collegiate has to fill out the room reservation form to organize an event at the dormitory. The room reservation form has to be filled out properly and returned at least a day before the event during office hours. The reservation form has to include the date of the event, number of guests, and the people who are responsible for the event.
- 1.15. Posters or any commercial material can be placed only on the billboards, after the Managers of the dormitory allowed it. It is not allowed to place flyers anywhere else (wall, window, door). If it is placed wrongly, or the managers do not permit it then it is going to be removed.
- 1.16. If the collegiate is leaving the dormitory for longer than a week, he/she has to report it to the managers. If the collegiate do not report it, then all the disadvantage is his/her responsibility.
- 1.17. Collegiate can indicate their suggestion to the dorm managers in personal or trough e-mail.
- 1.18. All activities which require excise tax responsibility is not allowed and prohibited at the dormitory. Collegiate has to have a special permit if he/she wants to continue that activity at the dormitory.
- 1.19. Community room's furniture can not be moved until the operating staff permit. The last person, who leaves the community room, has to close the window and turn-off the lights.
- 1.20. When the collegiate leaves his/her dormitory room the last person in the room has to lock the doors and turn off every electric devices. Windows are has to be closed every time when the last person leaves, if any damage derive because the collegiate forgot to close the windows the collegiate is responsible for the damage. The door has to be locked everytime when the collegiate is leaving the room. The operator is not responsible for any damage, which occurred because the collegiate forgot to lock the door. Door locks are not allowed to change by collegiate. The dormitory provides one key per collegiate. Those collegiate who lost his/her key, has to pay the fee of the key cutting (1000HUF/key) to the operator. Collegiate cannot give his/her key and dormitory card to other persons.
- 1.21. Furniture of the dormitory room has to be used properly. Any damage, which comes from due to wrong usage, the collegiate is responsible. Operator is not responsible for any damage, which comes from wrong usage.
- 1.22. The operator staff have the right to check the dormitory rooms once a month. Also, the operator staff can enter the room, when there is no collegiate at home.

In this case they are going to make a note. Also, the operator can enter the room anytime to check that everything is working fine.

1.23. The operator can enter the room anytime when they are repairing the damages.

## **2. Hygienic rules of the dormitory**

### **2.1. The operator responsible for:**

- The daily cleaning of the hallways and shared rooms
- Organize a big cleaning yearly
- Once in a year they have to clean the windows during the summer
- Have the pest control
- Paint the walls yearly

### **2.2 Collegiate is responsible:**

- To use bed sheets, what he/she has to change it in every 2 weeks
- Keep his/her room clean, what the operator - see in point 1.20. – can check anytime. If the room is not clean the operator can start an investigation. If the collegiate does not clean his/her room then the operator picks another date. If the room is not cleaned until the assigned date, then the operator is going to order an extra room clean from a cleaning company, which fee is paid by the collegiate.
- To stay quite in his/her room and in the dormitory, and avoid rowdiness.
- To return the borrowed keys immediately back
- To keep clean all the shared rooms (kitchen, bathroom, restroom, community room
- To take out the trash to the assign bins
- Referring to the Hungarian government's order, it is not allowed to keep pets in the dormitory.
- Keep the date of the check-out
- To return his/her room clean and tidy when he/she moves out

2.3 It is not allowed to decorate the rooms and the shared rooms

2.3.1 Smoking is prohibited in the dormitory

2.4 Collegiate is allowed to smoke at the assigned areas, what is at the entrance of the dormitory

2.5 The operator is responsible to provide a First-Aid kit at the reception.

2.6 If the operator finds any proof for smoking then he has to document the case and inform the university about it. It can be result in an investigation.

## **3. Payment of the dormitory**

3.1. The collegiate have to pay the dormitory fee until the end of the month. If the collegiate miss the deadline then penalty fee added daily to the fee.

3.2. The collegiate can pay the dormitory fee at the university cashiers and through online at [www.tr.pte.hu](http://www.tr.pte.hu)

3.3. The collegiate always pays the dormitory fee a month ahead! At the first month all the collegiate has to pay two months fees.

#### **4. Compensation obligation**

- 4.1. When the collegiate moves in the dormitory room he/she has to check the room's inventory that everything is fine. If the collegiate sees any error or problem he/she has to report to the dormitory managers.
- 4.2. The collegiate who moves out has to sign the document that he/she quits the dormitory contract, return all the borrowed subjects (key, dormitory card, lamp, bed sheet). If the collegiate breaks anything in the dormitory he/she has to finance the repair.
- 4.3. All the collegiate have to protect the dormitory objects.

#### **5. Visitors**

- 5.1. Visitors are those people who stay at the dormitory only temporarily and they are not registered habitants of the dormitory.
- 5.2. Visitors, can enter the dormitory for free between 7-23 hours. After 23 the visitor has to pay 1000 HUF fee.
- 5.3. The collegiate can register only 3 visitors for a day.
- 5.4. The visitor has to identify himself/herself when entering the dormitory.
- 5.5. Visitors are not allowed to use those facilities which are specially serving the dormitory (laundry room, kitchen)
- 5.6. Visitor can only enter into the dorm when the collegiate who is waiting for the visitor is at the dormitory
- 5.7. The visitor is responsible for the dormitory's property as well. The collegiate is responsible for any tort which is caused by his/her visitor.

#### **6. Events in the dormitory**

- 6.1. Collegiate is allowed to organize events at the dormitory.
- 6.2. Collegiate has to fill out the reservation form at return it a day before the event in order to get an allowance for the event.

Collegiate must read and follow the dormitory rules.