

# The policy of MATE Kaposvár Campus Dormitories

## I. General Provisions

- 1) The policy of the MATE Kaposvár Campus Dormitories (hereinafter simply referred to as Policy) cover all the buildings of the Dormitories, which serve a residential purpose, and their observance is obligatory for all persons and communities staying in the buildings of the Dormitories. Violation of the policy will result in disciplinary action.
- 2) The main college communities (e.g. Student Circles, Student Union), with the approval of the General Student Union, may apply internal supplements, given that these do not contradict the provisions of the Policy.
- 3) The collegian student must be familiar with the Dormitory Regulations, adhere to the Rules of Procedure, the provisions of the regulations, and strive for cultural behavior that promotes human coexistence.
- 4) The dormitory student, together with the dormitory admission, undertakes to nurture and further develop the dormitory traditions, as well as to participate in the organization and implementation of dormitory events.
- 5) Admission to the dormitory, removal from there during the year, and the assignment of the students' living room are based on the decisions made by the dormitories of the campus.
- 6) Upon moving into the dormitory, the student enters into a dormitory contract, in which he/she undertakes to comply with the provisions of the General Terms and Conditions (GTC), the Dormitory Regulations, and the Rules of Procedure, to fulfill his / her obligations and learning about and complying with property protection rules. Compliance with fire, occupational safety, and public health regulations, and building operation regulations is mandatory for all college students, visitors, and guests! Violation of these will result in the termination of dormitory accommodation.
- 7) Room exchange within the building can only be done with the permission of the Head of the Dormitory and in consultation with the dormitory teachers.
- 8) The services and benefits of the dormitory and the rights associated with the membership of the dormitory are not transferable.
- 9) Upon termination of his/her placement in the dormitory, the collegiate is obliged to move out of the dormitory and check out with the dormitory account sheet, handing over the inventory items to the custodian of the dormitory in full.
- 10) The collegiate is financially responsible for the inventory items and equipment took over for use. The person who caused the damage to the equipment of the dormitory is obliged to compensate the person who caused it. It is the interest and duty of every colleague to report damages and deficiencies to the reception service.
- 11) At the end of the academic year, on the last day of the examination period, unless otherwise provided, the student must leave the dormitory after fulfilling his / her obligations under the dormitory contract. At the request of the student, the Head of the Dormitories may, in exceptional cases, change the date of departure.

12) In justified cases, the student may ask the Head of the Dormitory to live in the dormitory during the summer break. A written request to this effect must be sent to the dormitory office by 31 May at the latest or sent to the Head of the Dormitory in writing / by e-mail.

13) After the summer boarding is allowed, the student moves to a place designated by the teacher or caretaker of the given building and undertakes to comply with the policy and its provisions as amended during the break.

14) The Student is obliged to pay the fee for the dormitory service according to the fee schedule approved by the University Senate for the duration of the contract, which is determined by the SZMR III. 2. Student Allowance and Reimbursement Regulations No. 1. is included in the Appendix. The dormitory reimbursement fees must be paid by the deadlines specified in the GTC. The amount of the dormitory late fee (non-payment, late sending of entry documents) is the same as specified in the university regulations. In case of non-payment of the two-month dormitory fee, the Student's dormitory contract may be terminated by extraordinary termination.

15) It is prohibited to transfer the inventory items of the dormitory from one room to another. Violation of this will result in disciplinary action.

16) The living rooms or the last person to leave other lockable accommodation must close it and hand over the key at the gate.

17) It is possible to hold events in the dormitory only with the permission of the Head of the Dormitory.

18) Colleagues may bring their electrical equipment (TV, radio, computer, etc.) into the dormitory only with a permit. The importation of electrical equipment must be authorized by submitting a written request to the Head of the Dormitory.

19) The Head of the Dormitory decides on issues not regulated in the policy. the damage is not a dormitory student, the Head of the Dormitory may temporarily ban the person from the college, in more serious cases, permanently.

20) International students with a residence permit in the dormitory are obliged to notify the head of the dormitories via email ([kolber.kitti@uni-mate.hu](mailto:kolber.kitti@uni-mate.hu)) if they leave their residence permanently for more than two days. The notification must be made at least two working days before the date of departure. The notification must include the date of departure and arrival, the purpose of the trip, and the exact location. The notification obligation applies to both traveling inland and traveling abroad. Upon return to the dormitory, filling the risk screening questionnaire is mandatory. If the answers are given in the risk screening questionnaire suspects infection, the dormitory refuses the student to enter. In connection with trips abroad, the current Directive of Rector is always authoritative. Please always be informed before traveling!

## II. Order of living rooms and common areas

21) The following rules must be observed in the dormitory living room:

- a. Personal hygiene is mandatory for all citizens of the college. This includes frequent soapy hand washing, or alcoholic hand disinfection, adherence to cough etiquette.
- b. Residents are obliged to ensure the order and cleanliness of the living rooms.

- c. Compensation is paid by anyone who puts pictures, drawings, on the wall, front door, closet door, etc. nailed, glued, or drawn will damage their texture.
- d. The rooms are regularly inspected by the teachers and the caretakers.
- e) The inhabitants of the rooms which turn out abnormally messy during the series of checks will receive a written warning. After the second warning, disciplinary actions are to be taken against the residents.
- f) If the student responsible for the damage caused to the equipment in the common areas can not be identified, the residents of the level concerned are jointly financially responsible.

22) Those who intentionally or under the influence of alcohol cause harm to the values of the dormitory are subject to disciplinary action. If the person who caused the damage is not a dormitory student, the Head of the Dormitory may temporarily ban the person from the college, in more serious cases, permanently.

### **III. Basic rules of dormitory conduct**

23) Upon entering the dormitory, the student is obliged to present the dormitory card to the porter/receptionist and the dormitory teacher at any time and upon special request. It is forbidden to transfer the dormitory card and copy the room key! In the event of any loss, you must notify the dormitory teachers and the caretakers in writing.

24) It is forbidden to listen to music loudly in the dormitory, to use any devices or equipment in such a way that it disturbs the peace of the residents of the dormitory! Particular attention should be paid to compliance with the rules of silence from 22:00 hours to 7:00 hours in the morning and throughout the examination period, which allows for peaceful learning and rest.

25) Particular care should be taken to ensure the cleanliness of corridors, lounges, and dormitories. Littering in public areas on corridors or dumping in the vicinity of dormitories is prohibited.

26) It is forbidden to keep or bring animals in the dormitory!

27) It is forbidden to play games in the dormitory for money (Act XXXIV. of 1991. on the organizing gambling 1./1§).

28) Smoking is not allowed in dormitory rooms and common areas! Smoking is only allowed in the designated area in the dormitory. A student who violates this will receive a second degree of disciplinary sanctions (written reprimand) for the first time and a third-degree for the second time (termination and expulsion of dormitory accommodation).

29) The consumption of, trade-in, or possession of drugs in the territory of the dormitory is strictly prohibited and it is an illegal activity! Continuation of such activity will result in the immediate termination of the dormitory contract!

### **IV. The order of dormitory reception**

30) Visitors can only stay in the dormitory between 7:00 and 24:00 hours after applying to the receptionist and handing in a valid photo ID. A visitor is any person who is not a collegiate or a registered guest in the given dormitory. The visit should

not interfere with the lifestyle, study, tranquility of the dormitory and the other occupants of the room, as well as the economic work going on in the dormitory.

31) Arbitrary accommodation of non-dormitory students is strictly prohibited. Everyone is responsible for their guest in this regard as well. Anyone who facilitates the admission of a non-dormitory or resident of another dormitory or other rental property will receive a minimum of the second degree of disciplinary sanctions (written reprimand) and the second time of the third degree (termination and expulsion of dormitory accommodation).

32) College students can receive guests in their room, for a fee (GTC) according to the following order:

a. The student can submit a guest accommodation application on the form placed at the reception, between 8 am and 10 pm daily. Permits are issued during the above period by the caretaker or the educator on duty.

b. Authorization of a hospitality request is subject to the following conditions:

- the consent of the roommate;

- the applicant student and guest adhere to the rules of the college;

- a student who wishes to receive a non-Hungarian guest in his / her room has a prior notification obligation. The notification must be made in writing to the Head of the College at least 3 working days before the arrival of the guest. The notification must include the name, nationality, and length of stay of the incoming guest in the dormitory.

- a student who wishes to accommodate a person under the age of 18 in his/her room is also required to notify in advance. The notification must be accompanied by the parent's consent.

Everyone is considered a guest who is not a resident of the dormitory.

### **V. Procedure in case of violation of the dormitory policy**

33) The dormitory accommodation of a student who has committed the following offense may be suspended:

a. Unauthorized application and placement of foreign persons on the premises of the dormitory.

b. Drunkenness, drunkenness, loudness.

c. Intentional vandalism.

d. Theft of social and personal property, theft.

e. Initiated brawl, riot.

34) The suspended student is obliged to move out of the dormitory within 6 days. Disciplinary proceedings must be initiated against the person concerned within 8 days. The suspension lasts until a final decision is made.

**Kaposvár, 2021. 1<sup>st</sup> of September**

**Kolber Kitti**  
**MATE Kaposvári Campus**  
**Head of the Dormitories**