

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 the student's placement in the dormitory, the collegiate is obliged to move out of the dormitory, check out with the dormitory account sheet, clean the room, remove the trash and hand over the inventory items to the custodian of the dormitory in full.
- 10) The collegiate is financially responsible for the inventory items and equipment taken over for use. It is prohibited to transfer the inventory items of the dormitory from one room to another. Violation of this will result in disciplinary action. 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) For security reasons, the student who is the last to leave must close the doors and windows of the room and hand over the room key at the reception. The Dormitory and the operator are not responsible for personal items placed in the rooms.
- 16) It is possible to hold events in the dormitory only with the permission of the Head of the Dormitory.
- 17) 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.
- 18) The parking lots located in the territory of the dormitories may only be used with the permission of the Head of the dormitory. Permits are issued by the dormitory office. The issued permits must be placed on the windshield of the vehicle in a clearly visible place. If the student uses the parking lot illegally or without permission, will receive the second degree of disciplinary punishment (written reprimand).
- 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 Dormitory via email (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. It 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.

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. It is mandatory to keep the kitchens clean and to comply with the safety regulations related to the stove. After using the kitchen, the stove, sink, worktop, tables and chairs must be cleaned if necessary.
- g. Students may only wash dishes in the kitchen sink, not in the bathroom sink. Utensils left in the kitchen can be thrown away by the caretaker of the dormitory during the next day's cleaning.
- h. It is forbidden to store any objects or devices (e.g. clothes dryer, shoes, doormats, garbage, etc.) in the corridors and other communal areas.
- i. If the student responsible for the damage caused to the equipment in the common areas can not be identified, the residents of the storey 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 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 into 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 of 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) In case of covering up and deliberately damaging the fire and smoke alarm equipment in the dormitory, the boarding contract can be terminated by extraordinary notice. The student will be responsible for the costs of damages.

30) 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

31) Visitors can only stay in the dormitory between 7:00 and 22:00 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, and tranquility of the dormitory and the other occupants of the room, as well as the economic work going on in the dormitory.

32) 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).

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

a. The students are allowed to invite guests in the term-time. A collegian can host up to 3 consecutive nights, and 7 nights per month in total. One student can host only one guest on the same day.

b. Students have to ask the permission of the Head of the Dormitory. The permission has to be asked by e-mail, 3 days before the guest's arrival. The letter has to contain the personal data of the guest and the date of arrival and leaving.

c. If the student wants to accommodate a person under the age of 18, the parent's consent must be attached to the request.

d. After permission is given, 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 dormitory teacher on duty.

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

- the consent of the roommate;

- settlement of the guest fee until the day of the guest's arrival. The guest fee will be announced in Neptun after the preliminary announcement;

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

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 terminated:

- a. Unauthorized application and placement of foreign persons on the premises of the dormitory.
- b. Drunkenness, loudness.
- c. Intentionally or carelessly causes damage to the college, after acknowledging the obligation to compensate, the student fails to compensate without a valid reason.
- d. Theft of social and personal property, theft.
- e. Initiated brawl, riot.
- f. The student violates the dormitory and official public health (especially concerning smoking), fire police, work, and accident prevention regulations, as well as the Information Technology Regulations of the Hungarian University of Agriculture and Life Sciences.

34) In case of extraordinary termination, the student is obliged to move out of the dormitory with his personal belongings within 8 days and to pay his debts. If the student does not settle his debt upon moving out, he must sign a debt acknowledgment statement, in which he also specifies the payment deadline he considers possible. If payment is not made by the specified deadline, the dormitory will apply to the competent court to assert its claim.

Kaposvár, 2022. 1st of September


Kolber Kitti
MATE Kaposvári Campus
Head of the Dormitories

