**Pázmány Péter Katolikus Egyetem**

**Barat Szent magdolna zsófia Kollégium Dormitory regulations**

Dormitory Regulations of Barat Szent Magdolna Zsófia Kollégiumban (Dormitory) include residents’ rights and responsibilities, community rules and standards and policies on health, fire and safety.

# **Residents’ rights and responsibilities**

* 1. Every resident and guest must comply with Dormitory Regulations.
	2. We notify all residents about the move in process. Residents are required to complete their move accordingly.
	3. Residents must accept and comply with Dormitory Regulations and community rules and standards.
	4. Residents are required to sign the dormitory contract and participate in fire and workplace safety training.

Residents must become familiar with Dormitory Regulations, comply with its policies and if it is necessary ask fellow residents to comply too.

* 1. Residents cannot transfer their dormitory contract to anyone.
	2. Room assignments are made by the dormitory officer. The dormitory officer must consult the International Office before assigning a room to a student. Residents cannot change rooms without the dormitory officer’s consent. Unauthorized room change may result in disciplinary action.
	3. Changing rooms can only be permitted during the first two weeks after move in. The dormitory officer may only allow late room reassignments in justified circumstances.

Room changes require written permission. Residents must use the „Room change request form” (Dormitory regulations, Appendix 2.).

* 1. The Dormitory reserves the right to change residents’ room assignments for optimal room management.
	2. Residents are encouraged to put forward their views or ideas concerning dormitory rules and standards. Residents can always turn to the dormitory officer.
	3. Residents’ rights are represented the Student Union of the Faculty of Humanities and Social Sciences.
	4. If residents want to cancel their dormitory contract they must submit their cancellation to the head of the dormitory in writing. The Dormitory can terminate a resident’s contract if the resident loses his/her student status. In such cases, the contact is terminated at the end of the month.
	5. If a resident cancels his/her dormitory contract or it is terminated by the Dormitory the resident must vacate his/her room. Residents are responsible for all associated costs related to damage or loss beyond normal wear to the room or its furnishings.
	6. Residents are responsible for all associated costs related to damage beyond normal wear to the room, its furnishings and appliances, and to common areas.
	7. All items on the room inventory have a related value. Residents must pay the cost of damaged or lost items.
	8. Students who have moved out of the dormitory and left any personal belonging in his/her room have 30 days to reclaim their belongings. They must pay the related service fee. After 30 days, the Dormitory has the right to destroy personal belongings that students leave behind.

# **Policy related to student rooms**

* 1. Students sharing a room are collectively responsible for the room, furnishings and room appliances. They are accepted to maintain the room in an orderly and sanitary condition. They are responsible for cleaning the room themselves.
	2. Loss or damage to dormitory furnishings or appliances must be reported to the janitor in writting. Use the repair report book at the reception.
	3. Turn off all electrical appliances except refrigerators when you leave your room, close the window and lock the dorm. Residents are responsible for damages related to not turning off devices.
	4. Residents are responsible for cleaning their rooms. The dormitory officer or the janitor can make regular, scheduled room inspections. You will be notified when they happen.

There are also unscheduled spot checks to ascertain the health and safety or physical condition of rooms.

* 1. Electrical appliances must be authorized by Facility Management Department. Request can be submitted to the janitor in writing on the „Electrical appliances request form” (Appendix 2.). Approved appliances must carry the janitor’s sticker.
	2. The following appliances are prohibited in student rooms: grills, toasters, deep fryers and hot plates. It is prohibited to keep flammable substances in the dormitory or use appliances that carry risk of fire.
	3. Use electrical appliances properly.
	4. University personnel may enter student rooms in emergencies (to ascertain the health and safety conditions or prevent risks, etc.) without prior notification. Maintenance or repair work is scheduled in advance. If residents cannot be present, at least two personnel must be there.
	5. Smoking (cigarettes, electronic cigarettes, shisha, etc.) in the dormitory is prohibited.

Pets are not allowed. It is forbidden to keep substances that pose health risks in the dormitory. It is forbidden to make activities that pose health risks. Candles and incense sticks are not allowed.

* 1. Collect waste selectively. Empty waste bins at least twice a week. Do not dispose of waste in the waste bins placed in common areas.

#  **Rules for community areas**

* 1. Students are responsible for the orderly state and cleanliness of common areas.
	2. Residents are responsible for damage they cause to furnishing and appliances in common areas. If the person causing the damage cannot be identified residents are collectively responsible to pay the cost of maintenance or replacement.

# **Guest policy**

* 1. Residents can have visitors between 8 am and 10 pm provided their roommates give their consent to it. Residents must accompany their visitors at all times. Every resident can have maximum two visitors at a time. Residents are responsible for their visitors’ behavior or any damage they may cause. Visitors must comply with Dormitory Regulations.
	2. Visitors are not allowed to stay overnight. Residents who hide their visiters in the dormitory after 10 pm risk disciplinary action.
	3. Only residents can stay in the dormitory between 10 pm and 8 am.

# **Dormitory policies**

* 1. In order to ensure the right to sleep or study without disturbance quiet hours are in effect between 10 pm and 7 am. During the exam period, quiet hours are in effect all day. Do not make noise that may disturb your neighbors.
	2. Do not post any poster of placard in the dormitory other than what is authorized by the Dean’s Office. Do not post anything on walls in the rooms Stickers, tape, blue tack, drawing pins, nails, screws is forbidden. Use the corkboard installed in your room.
	3. Smoking is only allowed in the designated area outside the building, 5 meters from the main entrance.
	4. The possession or consumption of alcoholic beverages or illegal drugs is forbidden.
	5. Possession, storage and use of weapons is prohibited in the dormitory. Replica weapons and personal defensive devices are also forbidden.
	6. The dormitory officer, the janitor or the receptionist have the right to enter a student room to in cases of emergency or disruptive behavior.
	7. Use electrical appliances on your own risk. The Dormitory is not responsible for proper use of appliances.
	8. Residents must report all cases of emergency or appliance problems to the janitor or the receptionist immediately.
	9. Residents are not allowed to remove room furnishing or take room fittings and other items out of the dormitory.
	10. The Dormotory is not responsible for damage to students’ personal property unless it is handed over to the dormitory personnel for safekeeping. (There is a safety deposit in the building.)
	11. Do not block emergency routes in the building. Do not keep cloth hanger stands, shoe racks, shoes, etc. on the corridors.

# **Services**

* 1. The Dormitory is responsible for cleaning common areas and the disposal of waste in common areas.
	2. There is a washing machine in in every student room.
	3. Every student room has a kitchen nook for cooking. Do not keep waste food in your room.
	4. There is a 24-hour reception in the building. The receptionist is in charge of ensuring that dormitory policies are observed.
	5. Residents’ mail is handled at the dormitory officer’s office.
	6. Mattraces, blankets and duvets can only be used with bedding. (bedsheet, blanket and duvet cover).
	7. There is free wifi in the rooms. The Dormitory may block access to certain internet sites or block specific downloads. Hacking university network is forbidden and may result in disciplinary action.
	8. Ironing boards are available for use in the Student Service Office and they can be borrowed front he mentor student.

# **Workplace safety regulations**

* 1. Residents must become familiar with University policies and regulations.
		1. Residents must comply with University standards and policies on hygiene, general conduct.
		2. Residents must comply with regulations and workplace safety policies.
		3. Residents must report accidents and sickness immediately.
		4. Residents cannot turn off or disable safety systems.
		5. Use room appliances properly.
	2. Do not remove light covers. Do not temper with lamps. Report malfunction at the reception.
	3. Do not disassemble electric circuits and its components. Do not try to fix electrical faults or change bulbs. Report faults at the receptions.
	4. Use standard extension cords. Do not temper with wires.
	5. The following appliances are prohibited in student rooms: grills, toasters, deep fryers, hot plates, electric heaters, and electric iron. It is prohibited to keep flammable substances in the dormitory or use appliances that carry risk of fire.

Entertainment electronics and hair driers must be used properly.

* 1. All cooking must be attended. Attend hot plates when they are on.
	2. Do not keep anything on the window sills. Do not throw anything out of the window.
	3. Do not hang anything on the outside walls or windows without the permission of the dormitory officer.
	4. Lighting a fire or cause an explosion. Do not put other residents at risk.
	5. Pets or animals in general are not permitted in the dormitory including fish and reptiles.
	6. The first aid kit is at the reception.

# **Final provisions**

8.1 Failing to comply with Dormitory Regulations may result in disciplinary action. The Disciplinary Committee has the right to terminate students’ dormitory contract.

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Appendix:

1. Appendix no 1.: Room change form
2. Appendix no 2.: Asset Import Declaration