**PÁZMÁNY PÉTER CATHOLIC UNIVERSITY**

**IN-HOUSE RULES OF VITÉZ JÁNOS STUDENT’S HOSTEL**

These In-House Rules cover the rights and obligations of the residents of Vitéz János Student’s Hostel (hereafter referred to as the Hostel), the regulations relating to co-habitation, health, accident prevention and fire safety, the use of the hostel for the intended purposes, as well as the order of staying in the Hostel.

**I. Rights and obligations of the Hostel residents**

1) The observation and enforcement of In-House Rules are deemed as obligatory for each Hostel resident and guest.

2) The procedures for the occupation of the Hostel shall be completed on the basis of the information provided in the hostel acceptance notice.

3) By occupying the rooms, the hostel residents accept the By-Laws of Pázmány Péter Catholic University and the In-House Rules of Vitéz János Student’s Hostel, and at the same time commit themselves to observe and enforce the written and unwritten rules of co-habitation.

4) The hostel resident is obliged to sign the “*Students’ Hostel Agreement*”, take part in training on accident prevention, fire protection and work safety, and become acquainted with, observe and enforce the Hostel’s In-House Rules.

5) The rights associated with hostel membership may not be assigned to others.

6) The room assignment is prepared by the hostel teacher, the unilateral modification of which would entail disciplinary actions.

7) The rooms may be changed from the date of occupation until 1 October. After this date room assignments may be modified in justified cases only, with the permission of those concerned and the hostel teacher. Room change shall be initiated by writing an application letter to the hostel teacher.

8) In special cases, the Students shall change rooms upon the initiation of the hostel teacher – if it is required for the optimal assignment of the rooms.

9) The hostel residents may apply to the hostel teacher with comments and suggestions concerning the hostel’s community and hostel-related questions, regulations.

10) The interests of the hostel students are promoted by the Students’ Union of Pázmány Péter Catholic University.

11) The hostel residents shall leave the hostel by the day following the end of academic year.

12) Termination of the student legal status during the academic year shall not result in the automatic termination of the hostel membership. In case the student intends to terminate her/his hostel membership, s/he is obliged to declare it in writing.

In the case of termination of the student legal status, the University is entitled to terminate the hostel agreement on the same ground. The membership status becomes terminated on the last day of the month of declaration or termination.

Upon the termination of the hostel membership, the Student is obliged to return the room with no assets of his/her own left in the room. The Student shall be fully liable for any loss or damage caused to the assets included in the inventory records that exceed the extent inherently deriving from intended use.

13) The value of the assets listed on the inventory record shall be determined in advance and properly communicated the students. The determined values shall be updated once an academic year. Upon leave – or in case an asset listed as received on the inventory record is reported or officially noticed to have been lost or damaged – the Student is obliged to settle the damage caused by paying the price defined in the value list.

14) The student may receive her/his assets left in the hostel after the termination of the hostel membership for 30 days against paying a default penalty. After the expiry of this deadline with no effect, the hostel has the right to discard or destroy the student’s assets.

**II. /a Order of the rooms**

1) The residents are individually and universally liable for keeping the bedroom and the associated rooms tidy and clean, preserving their conditions and using them as intended.

2) Any damage caused to the equipment, furniture of the hostel shall be recompensed by the person having caused the damage if the fact of the damage is provable and recorded in minutes; if the person having caused the damage is not identified, the damage shall be recompensed universally.

3) Any defect, damage or loss in the rooms or hostel building shall be reported immediately to the janitor of the building. The report shall be recorded in the notebook used for this purpose at the hostel reception that is located by the main entrance.

4) The room shall be locked, the windows shall be closed, electronic appliances shall be turned off (with the exception of the fridge) when the room is abandoned temporarily. Any damage generated by the ignorance of the above regulations may be attributed to the student.

5) The residents shall clean their rooms for themselves, be liable for keeping them clean. The hostel teacher and the janitor of the building may check tidiness in the rooms at times agreed in advance, as well as on a random basis. In case of any non-compliance of the rooms with the hygienic and aesthetic requirements, the residents are warned in writing, repeated non-compliance may entail exclusion from the hostel.

6) The hostel residents may take their own electronic devices to the hostel with permission. Upon taking electronic devices to the hostel, the student shall fill form “*Device use*” which is to be submitted to the operator for permission.

The following electronic devices may NOT be kept in the hostel bedrooms (for fire safety and accident prevention reasons): grill, toaster, fryer, hot plate, hob. In addition to those listed above, it is strictly forbidden to use other devices and equipment that may cause fire or accident hazards. In case any of the electronic devices listed above is found in the bedroom during a room check, the hostel resident shall receive written warning.

7) Electronic devices in the bedroom shall be used as intended, and only in compliance with the relevant contact protection, work and fire safety regulations.

8) The representative of the Faculty has the right to enter the room without prior notice in the absence of the Student in extraordinary situations (such as checking intended use, damage control, managing fire and life emergency and accidents). In any other case the representative has the right to enter the room for repairing or other work-related purposes at a time previously agreed with the Student. In case the Student is not present in the room at the time of the entrance, at least two people representing the Faculty shall stay in the room at the same time.

9) In the bedroom, it is strictly FORBIDDEN to smoke, keep animals, store substances harmful to health and carry on an activity that may lead to accidents.

10) The residents are responsible for keeping the bedroom clean and empty the dustbins as necessary. The generated waste shall be collected in conformance to the rules of selective waste collection, and taken to the designated waste storage facilities at least twice a week. The removal of wastes to common premises is forbidden! If needed, students may turn to the hostel’s operator for information about selective waste collection.

**II/b Order of the common premises**

1) The residents are individually and universally liable for keeping the common premises tidy and clean, preserving their conditions and using them as intended.

2) Any damage caused to the equipment, furniture of the common premises shall be recompensed by the person having caused the damage if the fact of the damage is provable and recorded in minutes; if the person having caused the damage is not identified, the damage shall be recompensed universally.

**III. Hosting guests**

1) The hostel resident may host guests between 8 am and 10 pm, and s/he is liable to receive the guest in person. The guest may stay in the bedroom only if it is agreed by every resident of the room. The student hosting the guest shall have moral and financial responsibility for the guest. The guest shall also accept the provisions of the In-House Rules as binding.

2) It is strictly FORBIDDEN for the guest or visitor to arbitrarily stay for the night, the residents of the room shall be accountable in each case under disciplinary actions, with the facts to be recorded in the associated minutes.

**IV. Provisions of the hostel**

1) For the sake of the residents’ tranquility and rest, there is a silence order in the hostel between 10 pm and 7 am, which is also in effect during the day in the exam period. During the time of the silence order, any noisy activity that would disturb the residents is forbidden.

2) Posters, placards and notices may be displayed in the hostel only if it is authorized by the hostel’s administrator.

3) Smoking is strictly FORBIDDEN in the entire area of the hostel. Smoking is permitted solely at the specifically designated locations.

4) It is strictly FORBIDDEN to take or consume alcoholic beverages or drugs in the hostel.

5) It is forbidden to take weapons or objects considered as weapons, as well as devices that threaten public safety to the hostel. The ban applies to weapons and devices kept for self-defense, sport, hobby, traditional, etc. purposes.

6) When disciplinary offense, emergency or other disorderly conduct is suspected, the hostel teacher is entitled to enter the bedroom and take actions. In her/his absence, the janitor of the building and the employee on service at the reception shall take measures.

7) Residents shall use the hostel’s machinery, electronic and other devices, furniture and equipment as well as their own devices under full personal and financial liability. This liability especially applies to the observation and enforcement of regulations relating to property protection, fire and work safety.

8) Any emergency, malfunction, defect shall be reported immediately at the reception or to the janitor of the building. Concurrently, efforts shall be made for their termination and manage the emergency situation.

9) It is FORBIDDEN to take the devices and equipment listed on the Hostel’s inventory record out of the building.

10) The residents shall be responsible for the proper operation of their personal machinery, keeping their valuables safe. The Faculty may not be made liable for the Student’s assets placed in the room, but shall be liable for assets left in custody or assets taken over by the representative of the Faculty for such purposes.

11) Emergency escape routes must be unobstructed at all times. Clotheslines, shoe racks, shoes, etc. are not permitted to be placed in hallways and stairwells because they block evacuation routes.

**V. Services**

1) The hostel’s operator shall be responsible for cleaning the common premises located in the hostel building and for transporting waste (on a daily basis).

2) Washing and drying facilities are provided for the hostel’s residents in the laundry room.

3) Students may cook in the common kitchen. In order to prevent the risk of infection and mass food poisoning, it is FORBIDDEN to keep unwashed dishes, leftovers in the kitchen and the bedroom.

4) The hostel operates a 24-hour reception service. The employee on service at the reception shall be responsible for the order and security of the hostel as well as for checking the people leaving and arriving.

5) Mails addressed to hostel residents may be taken over at the reception.

6) The operator shall provide (on demand) quilt, pillow, blanket and bed-cloth for those occupying the rooms.

7) There is a free Wi-Fi access in each room. Unauthorized intervention to the information and communication systems of the hostel, or any deliberate damage thereof shall entail disciplinary actions.

**VI. Final provisions**

1) The observation and enforcement of the provisions stipulated in the hostel’s In-House Rules shall be supervised by the hostel teacher, and verified by the Dean’s secretary of the Esztergom Faculty of Arts and Social Sciences of the Pázmány Péter Catholic University in cooperation with the janitor of the building.

2) Breach to any section of the In-House Rules shall entail disciplinary actions and exclusion of the hostel resident under the disciplinary resolution issued by the Disciplinary Committee of Pázmány Péter Catholic University.

Dr. György Fodor

Dean