

UNIVERSITY OF NYÍREGYHÁZA

HOUSE RULES FOR UNIVERSITY ACCOMMODATION

These House Rules set out the rights and obligations of residents, the rules of conduct, health and safety, accident prevention and fire safety provisions ensuring the proper use of the buildings, and the rules governing stays at the accommodation facilities.

I. Rights and obligations of residents

- 1) Compliance with and enforcement of these House Rules is mandatory for every resident and guest.
- 2) The move-in procedure must be completed in accordance with the information published on the dormitory website: <https://koli.nye.hu/>
- 3) By moving in, residents accept the Rules of Procedure of the Dormitory Administration and Accommodation Services Office (hereinafter: KISZSZI) and undertake to observe and ensure compliance with the written and unwritten rules and norms of community living. They must fully respect every fellow resident's right to rest, study, cleanliness, health and the preservation of human dignity.
- 4) Residents must sign the accommodation agreement. By signing the agreement, they accept these House Rules and undertake to familiarise themselves with, comply with and ensure compliance with the Fire Safety Regulations and Occupational Safety Regulations of the University of Nyíregyháza.
- 5) After moving in, residents are required to register their address with the government office competent for their new address. International students must register their address after completing the form issued by the North Great Plain Regional Directorate of the National Directorate-General for Aliens Policing. The address registration form is signed on behalf of the University of Nyíregyháza by the Head of KISZSZI.
- 6) Upon moving in, residents receive an access card, which they must carry with them and present at the request of the staff member on reception/security duty or any other person authorised to check identification (Head of Office, Deputy Head of Office, Office Coordinator, Technical Officer or Operator).
- 7) Rights arising from residence may not be transferred to another person. The access card may not be handed over to anyone else. Misuse of the card will result in a written warning; repeated misuse will result in the immediate termination of the accommodation agreement.
- 8) Room assignments are prepared by KISZSZI staff. Any unilateral alteration of the assignment will result in the immediate termination of the accommodation agreement.
- 9) Room changes are permitted in November after move-in. Thereafter, a room change is possible only in justified cases and with the permission of the Head of KISZSZI.
- 10) In exceptional circumstances, at the initiative of the Head of Office, residents must change rooms if this is required for the optimal allocation of space within the building.

- 11) Residents must use all equipment made available to them for its intended purpose and protect University property.
- 12) Residents may submit comments and suggestions to the Head of Office concerning any matter or regulation affecting the community or the accommodation facility.
- 13) Residents must vacate the accommodation facility no later than the date determined by the President in accordance with the academic calendar. Students eligible to receive their degree certificate must move out no later than 3:00 p.m. on the first working day following the ceremonial Senate meeting held for the conferral of degrees.
- 14) Moving out of the Campus Dormitory requires the submission of an application to the Dormitory Administration and Accommodation Services Office. The application form may be downloaded from the dormitory website.
- 15) When moving out, residents must personally account for the furnishings and equipment, return their access card, clean the room and restore it to the arrangement in which it was received.

II. Payment of dormitory fees / rent

- 1) Residents of the Campus Dormitory must pay the dormitory fee approved by the University Senate each month by the 20th day of the relevant month. Residents of the Sandra Student Apartments must pay the rent approved by the President each month by the 15th day of the relevant month.
The payment procedure for dormitory fees and other charges payable by international self-financed students is set out in Annex 1 to the Rules of Procedure of the Dormitory Administration and Accommodation Services Office of the Directorate of Finance, and in Part II, Chapter 9 of the Operating Rules of the Campus Dormitory.
- 2) The amounts payable by students residing in the Campus Dormitory are specified in the accommodation agreement and in the document entitled 'Service Fees of the Campus Dormitory' in force for the relevant academic year.
- 3) The payment procedure for dormitory fees and other charges (basic cultural fee and compensation/development contribution, hereinafter: dormitory contribution) is set out in Annex 1 to the Rules of Procedure of the Asset Management Office of the Directorate of Finance and in Part II, Sections 7 and 8 of the Operating Rules of the Campus Dormitory.

III. Rules for residential rooms

- 1) Residents are individually and jointly liable for the order and cleanliness of their room and its associated premises; for its furnishings and the preservation of their condition; and for their proper use.
- 2) IT IS PROHIBITED to attach decorations or posters to walls, furniture, furnishings, doors or windows. IT IS PROHIBITED to move or rearrange the furnishings or furniture in a residential room. Any aesthetic damage caused by attaching items must be repaired by the resident, or the resident must pay the compensation assessed by the Operator.
- 3) Cables, connectors and fire alarms in rooms and communal areas must not be opened, rewired, altered or damaged. A resident who breaches this rule will receive a written warning. In the event of a repeated warning, a resident of the Campus Dormitory may be expelled

through disciplinary proceedings, while the agreement of a resident of the Sandra Student Apartments may be terminated. In addition, damage caused to the building or to room equipment and furnishings must be reimbursed by the person responsible if the damage can be proven and has been recorded in an official report. If the person responsible cannot be identified, the cost will be charged collectively.

- 4) Defects, damage or deficiencies detected in residential rooms or elsewhere in the building must be reported at the main reception desk. Reporting defects is in the interest of and is an obligation of every resident. If the defect is not remedied, the resident is entitled to report it to the Office Coordinator.
- 5) When leaving the accommodation facility, residents must lock their room, close the windows and switch off and disconnect electrical devices (except the refrigerator). Any damage resulting from failure to do so (e.g. freezing of the heating system) will be deemed attributable to the resident.
- 6) Cleanliness and cleaning obligations
 - **Residents' responsibility:** Residents must clean their own residential unit and bear full responsibility for its continuous cleanliness and order.
 - **Costs of pest control:** Residents must reimburse the documented costs of any necessary pest control (in particular insect or rodent extermination), together with related cleaning and disinfection. This obligation applies where the appearance or proliferation of pests can demonstrably be attributed to the resident's conduct, including:
 - Failure to keep the residential room adequately clean.
 - Improper storage of food or waste.
 - General breach of hygiene rules.

Inspection powers and room inspections

- **Authorised persons:** The owner's representative, the Head of Office, the Deputy Head of Office, the Office Coordinator and the Technical Officer may conduct room inspections. **Room residents must cooperate during inspections.**
Frequency of inspections: Inspections may be carried out on dates agreed in advance and at any time on a random basis in order to verify the proper use and cleanliness of the premises.

Warning, sanction and compensation procedure

- **First warning:** When a breach of the rules or a hygiene deficiency is identified, the owner or the owner's representative will notify the residents of the problem. Residents must fully remedy the situation within 24 hours of the first warning.
- **Written warning:** If the situation is not remedied within 24 hours, or if the room fails to meet hygiene and aesthetic standards during an inspection, the residents will receive a written warning.
- **Expulsion and termination:** Failure to comply with a written warning, repeatedly inadequate room conditions or any further infringement will result in the immediate termination of the accommodation agreement and exclusion from use of the premises.
- **Cost of exceptional cleaning:** If hygiene deficiencies attributable to a resident make it necessary to order exceptional cleaning of the residential room, the resident must

reimburse in full the cleaning costs incurred by the University or the Operator, as evidenced by an invoice or other accounting document.

- 7) Residents may bring their own electrical devices into the buildings only with permission. When bringing in an electrical device, an 'Equipment Entry Record' form must be completed and submitted to the Operator for approval.
The following electrical appliances may not be kept in residential rooms for fire-safety and accident-prevention reasons: microwave oven, grill, sandwich toaster, deep fryer, hotplate, electric heating appliance (space heater or fan heater) and immersion heater. In Building 4 of the Campus Dormitory and in the Sandra Student Apartments, electrical kitchen appliances may be used in the kitchens of residential units, provided that the extractor hood is in operation.
In addition to the devices listed above, the use of any other equipment or appliance presenting a fire or accident hazard is strictly prohibited.
If any of the electrical devices listed above are found in a residential room during a room inspection, the accommodation agreement may be terminated.
- 8) Electrical equipment may be used in residential rooms only in compliance with the applicable electrical safety, occupational safety and fire-safety regulations.
- 9) The Operator of the accommodation facilities and persons authorised by the Operator may enter rooms on official business (maintenance or inspection) even in the residents' absence.
- 10) Smoking, keeping animals, storing or consuming substances harmful to health, and engaging in activities presenting an accident hazard are strictly PROHIBITED in residential rooms.
- 11) Residents are responsible for keeping the shared areas of residential units clean and emptying waste bins as necessary. Waste must be collected in accordance with selective waste-collection rules and deposited in the designated waste storage area at least twice a week. It is prohibited to leave waste in communal areas. If necessary, information on selective waste collection must be requested from the dormitory Operator.

IV. Collection and return of room cards, temporary cards and room keys

- 1) A temporary card may be issued if a resident loses, forgets at home or breaks their room card, if it is stolen, or if it becomes inoperable. The temporary card must be returned within a maximum of two weeks; this period cannot be extended. The temporary card will be deactivated after the stated return deadline. If the access card is not recovered during this period, the resident must pay the replacement fee in the amount determined by the Operator.
- 2) If a resident loses their access card as a result of a criminal offence (their documents are stolen and a police report has been filed), or if the access card becomes defective without any sign of external damage (breakage or cracking), it will be replaced free of charge.
- 3) Only stickers issued by Campus-Land Kft. may be affixed to cards. If a card is otherwise decorated, drawn on or labelled with stickers, the full price of the card must be paid no later than upon moving out.
- 4) At the Campus Dormitory, a room key may be issued only if a fault occurs in the access-

control system that the Operator cannot repair during working hours. Keys must be returned to the main dormitory reception desk within one week, or immediately after the fault has been remedied at the latest. Failure to return a key within one week will require the lock to be replaced, and the cost will be borne by the resident who collected the key.

- 5) If a room card has been left inside the residential room, the member of staff on security duty may, upon request and after proper documentation, open the door. There are two possible methods:
 1. in-person opening, where security staff accompany the resident to the room and open the door using a master card;
 2. at the Campus Dormitory, security staff initiate remote opening from the main dormitory reception desk using the access-control system. In both cases, following proper identification (resident list and Neptun code), security staff will open only the door of the room in which the resident lives.

In the case of in-person opening, security staff will ask the resident to present the room card that was left inside.

V. Reception of guests

- 1) A resident may receive guests between 8:00 a.m. and 9:00 p.m. The resident must personally meet the guest at the main reception desk. The staff member on reception duty records the guest's arrival, which is confirmed by the signatures of the host and the guest. The guest then receives a card for the duration of the visit and must return it upon departure. A guest may remain in a residential room only with the consent of all room residents. The host resident bears moral and financial responsibility for the guest. These House Rules also apply to guests. If a guest leaves after 9:00 p.m., the host resident will receive a written warning. If the guest card is not returned, the host resident must pay the replacement cost.
- 2) It is strictly prohibited for a guest or visitor to stay overnight without authorisation. The residents of the room may be held accountable in every such case, and the facts must be recorded in an official report.

VI. Miscellaneous provisions

- 1) Residents may enter the building through the electronic access-control system.
- 2) To ensure residents' undisturbed rest, quiet hours apply at the accommodation facilities from 10:00 p.m. to 7:00 a.m.; during examination periods, quiet hours also apply during the day. Any loud activity that disturbs residents is prohibited.
- 3) Only posters or notices concerning the relevant unit or University education may be displayed in the buildings, subject to the approval of the Head of Office.
- 4) Smoking is PROHIBITED in the buildings, rooms and communal areas.
- 5) It is strictly PROHIBITED to bring alcoholic beverages or narcotic drugs into the buildings (including residential rooms), or to consume or sell them there.
- 6) It is prohibited to bring weapons, objects classified as weapons, or

devices particularly dangerous to public safety listed in Government Decree No. 175/2003 (X. 28.) onto the premises of the buildings. The prohibition also applies to weapons and devices lawfully held for self-defence, sport, hobbies, historical re-enactment or similar purposes.

- 7) If a disciplinary offence, emergency or other disturbance is suspected, the Head or Deputy Head of Office is entitled to enter the residential room and take the necessary measures. In their absence, the Office Coordinator, Technical Officer or the staff member on reception/security duty may take action.
- 8) Residents use the building's mechanical, electrical and other equipment, furniture and all fittings, as well as their own devices, at their own personal and financial risk. This responsibility applies in particular to the protection of property and to compliance with and enforcement of fire-safety and occupational safety regulations.
- 9) Any emergency, operational disruption or fault must be reported immediately at reception. At the same time, reasonable efforts must be made to eliminate the problem and avert any risk of accident.
- 10) It is PROHIBITED to remove from the building any equipment or item included in the University's inventory.
- 11) Residents are responsible for the proper operation of their personal equipment and for the safekeeping of their money and valuables.

VII. Services

- 1) The Operator is responsible for cleaning the communal areas in the accommodation buildings and for waste collection (daily).
- 2) Descaling in residential rooms is mandatory, irrespective of whether the room residents request it. Descaling is the Operator's responsibility. The Operator must notify the Head of Office and the residents of the room of the scheduled time at least three working days in advance.
- 3) Residents have access to washing and drying facilities in the laundries located in the basements of the buildings. The key may be collected from reception after the required documentation has been completed.
- 4) Cooking is permitted in the kitchens provided for each residential unit or floor. Due to the increased risk of infection and mass food poisoning, it is PROHIBITED to keep or store unwashed dishes or food waste in kitchens or residential rooms.
- 5) The person on reception/security duty is responsible for order and safety in the dormitory and is entitled to check persons entering and leaving the dormitory.
- 6) Postal items addressed to residents may be collected from reception.
- 7) The dormitory provides medical care for dormitory residents during the posted consultation

hours.

- 8) Upon request, the Operator provides residents moving in with a duvet, pillow and bed linen for a fee.
- 9) Free internet access is available in every room.

VIII. Opening hours of the accommodation facilities

- 1) The buildings may be entered only through the main entrance.

The Head of Office supervises compliance with and enforcement of these House Rules; the Office Coordinator and Technical Officer monitor compliance.

If any provision of these House Rules is breached, a resident of the Campus Dormitory may be expelled from the dormitory through disciplinary proceedings on the basis of a decision by the Disciplinary Subcommittee of the University of Nyíregyháza.

If any provision of these House Rules is breached, the agreement of a resident of the Sandra Student Apartments may be terminated.

IX. Rules for the use of the University Club

1. The premises may be used only by students who have an active legal relationship with the University of Nyíregyháza. Services, furnishings, equipment and other devices may be used free of charge. Use is permitted only with the assumption of full responsibility.
2. All items and games in the club room must be returned to their original place after use. Games must be packed away complete and returned to their own boxes. It is strictly prohibited to remove equipment or games from the club room; they may be used only within the room.
3. A camera surveillance system operates in the communal areas for property-protection and security purposes. The system includes facial-recognition technology, which is used in accordance with the applicable data-protection requirements and legislation.
4. To ensure the smooth operation of the University Club and the enjoyment of its users, the rules of civilised conduct in community and social life must be observed.
5. Every visitor must use the furnishings and equipment with due financial responsibility and preserve cleanliness and order.
6. No liability is accepted for visitors' personal belongings.
7. The consumption of alcohol, use of psychoactive substances, smoking and littering are PROHIBITED within the University Club.

8. For hygiene reasons, eating is strictly prohibited throughout the communal area. Exceptions are well-sealed bottled soft drinks and water purchased from a shop, savoury snacks and sweets not prone to melting.

9. Opening hours: 8:00 a.m.–11:00 p.m.

10. The Dormitory management may temporarily or permanently ban persons who disturb the peace from the University Club.

11. By using the communal area, the student acknowledges that they have read, accepted and understood the Fire Safety Regulations and Occupational Safety Regulations of the University of Nyíregyháza and these House Rules, and agrees to be bound by their provisions.

12. Visitors to the communal area must immediately notify Reception staff of any event that endangers the physical safety of visitors or the equipment and furnishings.

13. Compliance with these House Rules is mandatory for every visitor.

These House Rules shall enter into force on 31 August 2026.

Dr Zoltán Kovács
Vice-President entrusted with performing presidential duties

Dr György Szabó
Rector