



**TOMORI PÁL COLLEGE**

## **DORMITORY HOUSE RULES**

Variant number: 4.<sup>1</sup>

Date adopted: 20/05/2025

Decision number: 2025/2/21.

Effective from: 01/08/2025

Responsible person: dormitory director

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<sup>1</sup> These regulations repeal the Dormitory House Rules v3 adopted by the Senate under Resolution No. 2021/4/8, which entered into force on 05.10.2021.



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Territorial and personal scope of the House Rules: these Dormitory Rules apply to the dormitory of Tomori Pál College (hereinafter: "Institution") located at 1223 Budapest, Múvelődés utca 21. The House Rules must be posted in several clearly visible places and must be communicated to all dormitory students. Ignorance of the House Rules does not exempt anyone from the offence of breaking the rules. The House Rules are valid until revocation and for all dormitory students.

## **I. General rules**

The management of the College consists of the Director of the College and the financial director of the institution. The College Committee consists of the management of the College and the Commissioner for the Dormitory delegated by the Student Union.

## **II. Rules for moving in and out**

1. Senior students can occupy their dormitory places on the Saturday before the first week of school, and first-year students on the **day before the opening ceremony of the school year**. A dormitory member who wishes to move in earlier and indicates his intention to the dormitory management by 30 June may move in earlier. In the absence of a signal, the dormitory is not obliged to provide accommodation. If it does, the student is obliged to pay the amount according to the valid tariff table when moving in. **The fees of the basic dormitory service and other services are set out in Annex 5 of the Regulations on the Procedural and Organisational Rules of the Assessment of Dormitory Applications (hereinafter: "Dormitory Regulations").**
2. **Conditions for moving into the dormitory:**
  - Notification of admission to the dormitory
  - Presentation of a valid photo ID
  - Signing a dormitory contract
  - Filling in a personal form. **Each dormitory student is obliged to provide a "person to be contacted" with contact information in case something happens to him/her.**
  - Submission of a TBC (tuberculosis) negative lung screening report
  - payment of a two-month deposit and a one-month feeMoving in is only possible after the above points have been realized.
3. In the event that the dormitory member suffers from a long-term illness (epilepsy, asthma, diabetes, etc.), he or she must inform the dormitory management about it in his or her own interest.



4. Students who have submitted an application for admission to the dormitory and who have been admitted to the dormitory, but do not wish to occupy their dormitory place, are obliged to inform the dormitory of their decision by 31 August at the latest. Those who fail to do so are obliged to pay the September fee.
5. Admitted students are required to move in within 2 weeks of the official start of the academic year. If you are unable to fulfil this obligation through no fault of your own, you must indicate this in writing within the deadline, otherwise you will lose your dormitory place.
6. The dormitory member is responsible for **declaring the check-in and check-out of the and declaring the temporary address** within one month at the latest.
7. The dormitory member takes over his living room on the basis of an inventory and in a cleaned state when moving in, and when he moves out, he hands it over cleaned and also based on inventory. The dormitory member is personally responsible for the individually received equipment, **the residents of the rooms are jointly responsible for the condition of the rooms (including the outer and inner surfaces of the doors belong to the room)**, and all dormitory members are collectively responsible for common items. Upon moving out, the living room is taken over by the members of the Dormitory Committee in its original order. In the event of vandalism, shortages, etc., the dormitory member is obliged to pay the amount determined by the dormitory management. If the damage can only be repaired by painting or other professional work, the dormitory member may have it done by professionals at his own expense.
8. The current dormitory fee must be paid in cash or by bank transfer by the deadline specified in the Dormitory Regulations. Failure to pay will result in a late payment fee or disciplinary proceedings. The student has the opportunity to request a **one-time deferment** – in justified cases, in writing – from the director of the College to pay the dormitory fee.
9. The dormitory student must pay a deposit upon moving in. The amount of the deposit is the amount specified in the Dormitory Regulations. The deposit will be returned to the dormitory member upon moving out if the Dormitory Committee found the tangible assets in the room and the room in an intact and cleaned condition. If there is no debt or if there is a debt as defined in the Dormitory Residential Contract, the dormitory will use the deposit to compensate for the damage or settle the debt. If the damage caused exceeds the amount of the deposit, the dormitory member is obliged to pay the difference.
10. Moving within the dormitory is only possible with the prior permission of the Dormitory Committee, or it can be ordered by the Dormitory Management. The relocation must be carried out within 5 working days after the decision of the Dormitory Committee. The Dormitory Committee is obliged to inform the concerned parties about the permission or ordering of the relocation. **Anyone who moves to another room without permission will automatically lose his/her their place.**



11. Moving out during the year:

- a. Students moving out of the dormitory **may be required** to pay an additional month's dormitory fee in addition to the current month's fee if no one from the waiting list can be moved into their vacant place.
- b. Students whose state of health does not allow them to continue living in a dormitory **may be exempted** from this fee.

12. General conditions of moving out:

- a. The date of moving out at the end of the school year is 18.00 on the Sunday following the last day of the exam period.
- b. In the case of graduating dormitory students, moving out of the dormitory takes place 3-5 days after the final exam.
- c. In the case of foreign students, the day of moving out is the same as the last day of the residence permit.
- d. The resident of the Dormitory~~Collegiate~~ **must not**~~ay not~~ have any debts to the dormitory.
- e. Upon moving out, the student must account for all room inventory and inventory items received.

13. Extraordinary move-out:

- a. Extraordinary termination may be applied if the resident of the Dormitory~~Collegiate~~ is in breach of an essential obligation arising from this legal relationship, in particular those prescribed in the House Rules, or if he/she owes more than 30 days of dormitory fees, or if a court or college body has issued a final, approved disciplinary decision against him/her.
- b. In the event of extraordinary termination, the resident~~Collegiate~~ is obliged to leave the dormitory immediately.

14. Any damage detected or caused to the equipment and equipment of the dormitory must be recorded in the error booklet at the reception.

### **III. Rules for the use of rooms and common areas**

1. **It is the interest and duty of the dormitory students to maintain the order and cleanliness of the dormitory rooms.** The dormitory students clean their living rooms themselves, and they are responsible for their order and cleanliness. All dormitory students are obliged to keep their dormitory rooms tidy and clean. The Collegiate Committee or any of its members shall conduct room inspections at a time determined and announced by them. (By this time, the room and bathroom must be cleaned.)
2. **Keeping the rooms clean is a public health requirement, and regular emptying of the garbage bins into the designated garbage bin is mandatory.**



3. Based on legally enacted public health regulations~~-based on legislation~~, it is prohibited to keep any animals in the dormitory.
4. Bed linen change is on the first Wednesday of every month.
5. Only decorations that do not damage the condition of the walls and furnishings of the room are allowed in the rooms. The use of stickers, liquid glue, push pin~~sswarm nails~~, pins is strictly prohibited. Painting on the wall and door is prohibited.
6. It is strictly forbidden to have the room key copied.
7. Only laptops, phone chargers, and hairdryers are allowed in the dormitory room.
8. It is **STRICTLY FORBIDDEN** to bring and use large household appliances and domestic appliances for heating, either small or large, in the dormitory area, especially in the rooms. These devices will be confiscated during a room visit.
9. The dormitory member is obliged to immediately report any unexpected, serious consequences or damage technical disturbances at the reception of the dormitory:
  - a. pipe burst
  - b. electrical short circuit, smoke, fire
  - c. breaking windows, tearing out doors and windows
10. The consumption of any substance that qualifies as a drug is strictly prohibited on the dormitory grounds and in the dormitory rooms. Violation of this rule will result in immediate expulsion from the dormitory, and the management of the dormitory will file a police report in these cases.
11. Excessive alcohol consumption is strictly prohibited on the dormitory grounds (including the dormitory rooms and the park). If a dormitory member commits an act contrary to the House Rules under the influence of alcohol, it shall be considered as an aggravating circumstance.
12. Compliance with the House Rules may be monitored by the management, lecturers or any manager or employee of the organisation providing reception services of Tomori Pál College and may order the immediate cessation of any activity that violates the House Rules. Violators of the rules set out in the House Rules are prosecuted by the Collegiate Committee. All residents and employees of the dormitory may file a complaint against an undisciplined, guilty student.
13. If the action of a dormitory member results in the loss of a dormitory place (termination of the dormitory legal relationship), and if the student is a student of Tomori Pál College, the Rector decides whether his or her misdemeanor also entails the termination of the student status.



#### IV. Rules for a quiet home and productive studies

1. The dormitory closes at a quarter of an hour after the last lesson on weekdays, and at 10 p.m. on public holidays. The dormitory student arriving after the gate closes is admitted by the night reception service.

**In other words, within 15 minutes of the last lesson, all persons must leave the building (regardless of whether they have a student status with Tomori Pál College or not), except for dormitory students, hotel guests, employees of Tomori Pál College, and guests who have not been booked by the employees or dormitory members of Tomori Pál College and have not been registered as guests at the reception in accordance with Section V.1.**

2. Dormitory students can borrow irons, mop sets and vacuum cleaners from the reception every day from 8 a.m. to 4 p.m. The loan period is 2 hours, and a late fee will be charged for non-compliance with the deadline, the amount of which **-is included in Attachment 5 of the Dormitory Regulations.**
3. All residents and employees of the dormitory are responsible for the proper use and protection of the equipment of the open common areas, as well as for the preservation of their inventory objects and tools.
4. The key to the closed common areas (kitchen, laundry, computer room, etc.) can only be picked up from the reception by the user against a signature. These rooms can be used from 8 a.m. to 8 p.m. If someone enters a closed room without finding it in order, they must report it immediately at the reception.

#### V. Rules for civilized, social coexistence

1. Dormitory students can receive guests between 9 a.m. and 8 p.m. **Any person who is not a student of the dormitory is considered a guest.** College and university students are required to hand in their student IDs, while other visitors are required to hand in other photo IDs at the reception. A dormitory member can receive a maximum of two guests at the same time. **If the Management of the College deems that the new dormitory students need more time to comply with the dormitory rules that fit the spirit of the institution, or if the behavior and excessive hospitality of the dormitory members disturb the spirit of Tomori Pál College and the peace of the residents, it may order a ban on hosting until a certain time or withdrawal.**

**IMPORTANT:** the park of the College is also the territory of the College, so the non-dormitory student staying there is also considered a guest, so the above point also applies to the park.



2. The arbitrary boarding of non-dormitory students is strictly prohibited. Everyone is responsible for their own guests in this regard. Anyone who does not help a dormitory student to sleep in the dormitory will result in immediate exclusion from the dormitory.
3. The guests received by the dormitory students must be worthy of the institution of the Tomori Pál College and must comply with the house rules. Rooms, common areas and parks may be inspected by the Dormitory Committee, any member of the reception service, or by the head of the organization providing the reception service, or by any of its employees.
4. It is strictly forbidden to use the services of prostitutes or to provide sexual services for a fee in the entire area of the dormitory (inside the building, in the park, in the parking lot).
5. Repeated or repeated disturbances, unwritten community life (the classification of the act here is the competence of the Dormitory Committee), or behaviour that grossly violates the written rules of the house rules will result in expulsion from the dormitory or the III.12. points detailed in this paragraph.
6. Loud noise, including loud talking, listening to loud music, or any other activity that may break the silence required in an educational institution, is prohibited in the dormitory. Any activity involving noise is prohibited 24 hours a day. **Listening to music, watching movies and playing computer games can only be done using headphones or headphones.** Violation of this will result in expulsion from the dormitory. Violations of these points must be reported at the reception.

The Collegiate Committee may authorise the performance of the vocal activity on the basis of individual requests on the basis of an individual assessment.

7. The corridor can only be used for transport, **in silence.**
8. If none of the occupants are in the room, the key to the room must always be handed over at the reception. The dormitory member is financially responsible for the loss of the room key or the damage to the lock. The current fee table is Annex 5 of the Dormitory Regulations.
9. The address of the College may be given or reported as the site, organisational or mailing address of the performance of any economic activity, and economic activities may only be carried out in the College with the written permission of the Director of the Dormitory.

## **VI. Fire and disaster protection rules**

1. Smoking and smoking pipes ~~is~~are prohibited in the entire area of the dormitory. Violation of this will result in the immediate withdrawal of the dormitory place. The rooms are equipped with smoke detectors, and if it can be proven that the fire alarm system was activated due to a violation of the smoking ban, it will also result in the immediate termination of the dormitory relationship.





2. It is forbidden to bring flammable liquids into the dormitory and to store them!
3. It is forbidden to use open flames, tea candles, candles, pyrotechnic devices, smoke-producing materials and sparklers on the territory of the dormitory.
4. The entrances to rooms and common areas must not be blocked, and corridors and traffic routes must not be cloggesnarrowed, even temporarily.
5. It is strictly forbidden to damage or cover the smoke detectors placed in the building.
6. In the event of a fire, everyone is obliged to participate in the fire alarm, as well as in firefighting activities and rescue work, provided that it does not entail a threat to life, in a manner that is expected based on their age, health<sub>1</sub> and physical condition.
7. The dormitory of the College is located in the same building as the College, therefore the relevant provisions of the Fire Protection Regulations of the College are authoritative for it.

## **VII. Miscellaneous**

(1) These regulations shall enter into force with the approval of the Senate.

a) Decision number: 2025/2/21.

b) Date of decision: 20.05.2025.

c) Effective: 01.08.2025.

(2) The director of the dormitory shall be responsible for the preparation of the regulations, their updating in accordance with the statutory provisions and the annual review.