Hostel Policy

SZÉCHENYI ISTVÁN UNIVERSITY

HOSTEL POLICY

Force operation:

1. Student (Occupant) who is admitted to the Hostel of the Széchenyi István University must obligatorily observe the Hostel Policy, breaking the rules is infraction of discipline, what leads to disciplinary procedure.
2. Obviously, every Overnight-guest must observe the Hostel Policy.
3. Moreover, any person who stays inside the Hostel must observe it.

General information:

4. Not having knowledge of the Szechenyi Istvan University Hostel Policy is not exempt from the possible sanctions.
5. The Occupant must give notice of temporary home address in 10 days after the occupancy, and after moving out must log off. (only Hungarians)
6. All of the occupants must observe the Fire-protection regulations, and must take part in fire protection exercises. If doesn’t he/she will be reprehended.
7. Smoking (all kind of smoking, like cigarette, cigar, cigarillo, pipa or narghile) is forbidden in the whole territory of the Hostel, including the terraces and 5 m district of the entrances. Breaking this rule is infraction of discipline, what leads to disciplinary procedure. In so far as it happens more than 2 times a month or more than 3 times per semester, it can result in strict reprehension or even firing out from the Hostel.
8. If it does not clear up from circumstances who was smoking at a forbidden place, then every participant get minus 5 points. (only Hungarians)
9. It is forbidden to gambling with money in the Hostel. Breaking this rule results immediately elimination.
10. The Hostel is not responsible for any values brought inside.
11. It is forbidden to bring inside the rooms any object or equipment originally belongs to the common places (corridors, lounge room). These equipments must be used in proper manner.
12. Every occupant must protect security of him/herself and others. Causing damage or endangering (intentionally or unintentionally) others’ security results immediately elimination.
13. Any action against the valid Criminal Law is automatically results immediately elimination and complaint to the Police.
14. It is forbidden to bring or keep any animal inside the Hostel.
15. It is forbidden to keep dishes and other kitchen equipments in the kitchen, on the desk or at the kitchen’s window. The dishes, needed for cooking has to keep sorted in the rooms or locked in the kitchen’s cupboard. The floor-supervisors are allowed to check the kitchen, and to take away all the dishes - left more than 2 days in the kitchen. The Hostel is not responsible for any dishes, left without control in the kitchen.

Enter to the Hostel:
16. The Hostel’s biometrical entry system serves the identifying of incomings, and moreover there are 64 night-vision camera for property protection. As for biometrical identifying, every occupant gets a chip-card in return for deposit. The card must be paid at the occasion of first moving in. In case of loosing the card, the new card can be required in return for punishment fee. The chip-card only valid until accommodation in the Hostel. In case of return the card, deposit will be paid back.

17. The chip-card belongs to the Occupant, it is not allowed to give to anybody else! In case, the occupant transmits the chip-card somebody else, to enter the hostel, leads to disciplinary procedure. Who helps with handing over his/her chip-card (or any other illegal way) to unauthorized people to get in the Hostel, could be eliminated.

18. The people entering the Hostel must make available their chip-card and photo ID for the Reception service for verification, at all times, when asked.

19. The Occupants can welcome their Guests between 6AM and 10PM. The Guest must observe the Hostel Policy, the Occupant is responsible for his/her Guest, included the property loss.

20. If a Guest with guest-card leaves the Hostel after 10PM, his/her card will be disabled.

21. Not proper use of the entry system (e.g. pressing down the entry arm, or enter beside, above or under the gate) leads to disciplinary procedure.

22. The Overnight-guest, whole day before sleeping inside, can freely going in and out of the Hostel. The Hostel must be left not later than next day 12AM. After the final leaving, the Guest is not authorized to come back.

**Rules of staying in the Hostel:**

23. The Occupant is authorized to live in the Hostel during his/her studies or internship.

24. Distribution of the Hostel’s rooms is the Hostel Board’s job. Change of distributed rooms is only possible in reasonable case. Change of a room can be allowed by the Vice Manager, after the state of the room has been checked by the Guardian and there is no missing or broken object in their room.

25. Unlicensed or not announced change of room is leads to disciplinary procedure.

26. The Occupants of the room must keep their room in a good condition. The Occupants of the careless room will be warned by the Guardian, afterwards they have 1 day to clean their room. In case of omission, the second warning leads to disciplinary procedure.

27. It is forbidden to disturb other Occupants in studying or relaxing by talking too loud or using disturbing equipments. In so far as breaking this rule more than 2 times a month or more than 3 times per semester leads to disciplinary procedure. “Breaking the rule” means occasion when the Reception service writes a report of it. They write a report, if the disturber and the disturbed person cannot come to an understanding with each other.

28. Controlling of the Hostel Board is not qualified as a disturbing activity.

29. Any program in the Hostel can be organized by contribution of the Hostel Board.

30. In the Hostel, every Occupant can host Guest for night in their room, if they paid for it at the Accommodation Administrator. An Occupant can host the same Guest maximum 2 times per week. Hosting in his/her own room is only possible, if the Occupant’s roommates contribute to it. The hosting Occupant has the responsibility for his/her Guest.

**Damage:**

31. Every people in the Hostel must protect the equipments and the condition of the Hostel as a common interest

32. Every Occupant must announce occurred damages or errors to the Guardian.

33. In the rooms only allowed using decorations that is not damaging the building and the equipments. The
lock of the door can be changed after it is previously announced to the Guardian. Two copy of the new key – because of fire-protection causes – must be given to the Guardian; the case of omission is infraction of discipline.

34. The Occupants has one-by-one responsible for every inventory objects and equipments of the room, in so far as the light is not thrown on the person who caused the damage, the Occupants of the room have collective responsibility for it and it leads to disciplinary procedure against all of them.

35. Every Occupant has own responsible of causing damage (intentionally or unintentionally) in the equipments of the lounge room. In this case, they must restore the original condition and pay for all costs. If they fail to observe, it leads to disciplinary procedure and will be taken into account as aggravating circumstance.

36. The Person in charge of lounge-room must lead records of giving out the lounge-key, he/she must announce the detected damages to the Guardian or the Reception. In so far as the light is not thrown on the person who caused the damage, he/she has responsibility for it but it is not leads to disciplinary procedure against him/her, only if all happened because of his/her carelessness.

37. Causing intentionally damage, independently from its heaviness, is result in immediately elimination.

38. Trying to change of visual area of cameras on the corridors is infraction of discipline even small changes will result in strict repercussion. Who enters to the Hostel in strongly drunk condition, will get strict reprehension. It is forbidden to enter with alcohol to the territory of the Hostel. Every accommodated students receives a key to her/his door. The only possibility to copy the key is at the hostel management (room K3/106) against payment. In case, the key is lost, the student has to pay a replacement fee of 2.000 HUF.

Penalty:

39. Discipline penalties for Hungarian students:
   1. Oral exhortation
   2. Reprehension (minus 5 hostel points)
   3. Strict reprehension (minus 15 hostel points)
   4. Especially strict reprehension (minus 25 hostel points)
   5. Elimination

Discipline penalties for exchange students:

   6. Oral exhortation
   7. Strict reprehension (the penalized person looses the right for the reduced rate, and she/he must pay as a guest in the hostel, that means 4.500 HUF/night)
   8. Elimination

39. The Disciplinary Board decides the level of penalty, after the disciplinary procedure.

40. The discipline penalty must go from “A” (less serious) to “E” (most serious). If the Policy prescribe a minimum penalty, then the smaller penalties must be skipped, in other case the followed sequence should be used.

41. In any following affair against the Occupant, the next penalty must be used as minimal one.

42. If the Occupant in drunken condition does any action against the Hostel Policy, then it must be taken into account as aggravating circumstance.

43. “Aggravating circumstance” means automatically next penalty must be chosen.

44. Can be lodged an appeal against the decision of the Disciplinary Board in 5 workdays, at the Hostel Board.
1. **Explanation:**

- *Occupant*: a person who lives in the Hostel (for long- or short-time)
- *Guest*: a person who has a hostel chip-card, and staying inside the Hostel
- *Overnight-guest*: a person who is hosted in an Occupant’s room for night
- *Hostel Board*: leader committee of the hostel, members: students, president
- *Disciplinary Board*: decision maker committee of disciplinary procedures
- *Guardian*: maintainer service looking after the Hostel, repairing the problems
- *Reception*: guard service of the Hostel, placed at the entrances