

# Magister Dormitory

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## Dormitory Policy

The Dormitory Policy applies to all Dormitory residents of the University of Pannonia - hereafter only students -, and every student or guest, temporarily staying in the Dormitory.

### **I. Moving in and out of the Dormitory**

1. The students who were accepted into the Dormitory, will receive a written notification from the Dormitory Directorate, containing the date, and other conditions of moving into the Dormitory.
2. Students who fail to claim their place in the Dormitory on the given date, and do not notify the Dormitory Directorate beforehand of their reason to do so will lose their place in the Dormitory for the given academic year.
3. The arrangement of students in the rooms of the Dormitory is created with the preferences of the students in mind, whenever possible.
4. Upon moving in, the student can only occupy the room assigned to them. Any student who moves into the Dormitory is obligated to register the Dormitory's address as their temporary address for their own good. Upon moving out the student is obligated to terminate their temporary address.
5. The opportunity to switch Dormitory places are only be available after the date given on the 24th of September 2025 by the Dormitory Directorate. The switching of Dormitory places has to be done in accordance with the General Terms and Conditions. The required form can be found on the website of the Dormitory Directorate, titled „Dormitory Change Sheet“. The sheet has to be signed by all students involved and Resident Assistants affected by the room change, and afterward taken to the Dormitory Directorate. The switch can only occur after the Dormitory Change Sheet has been submitted and accepted. The switch can only occur if any and all students affected agree to the room change, and both students remain Dormitory residents (the earliest possibility of cancelling their place in the Dormitory is at the beginning of the next month.)
6. The Dormitory Directorate can supersede the Dormitory accommodation of any student who doesn't use their room for a longer time interval. If the situation asks for it, the Dormitory Directorate can terminate the Dormitory accommodation of the student.
7. In the case of offenses that require disciplinary action, the Dormitory Disciplinary Committee (DDC) is required to take measures.
8. Upon moving in or out of the Dormitory, the room has to be in the state that is written in the room's inventory. After checking the state of the room, all participants have to sign the inventory as proof of the room's state. The room- and closet key, furthermore the magnetic entry card are provided to the student at the reception and are considered inventory items.

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Keeping any item that is in the shared inventory of both rooms of a living block in good condition is considered the collective responsibility of the residents of both rooms.

9. Students who would like to move out of the Dormitory have to notify the Dormitory Directorate beforehand. The conditions of moving out are as follows: the student has to fill out the Dormitory Resignation request form in the Neptun system, and take note of the 1 month cancellation time, which is mentioned in the Dormitory Living Contract. The student is obligated to terminate their temporary address upon moving out.
10. Instructions regarding moving out of the Dormitory at the end of the academic year will be publicised at the beginning of the spring exam period.
11. When moving out at the end of the year, students are obligated to hand over the room in a clean and orderly state. The last person who moves out of the room has to check with the Dormitory staff, if the state of the room correlates to the state given in the room's inventory.
12. The room- and closet keys, along with the magnetic entry card have to be handed over to the reception no later than the date of moving out. Students, who are responsible for any damages can only be discharged from the Dormitory (therby the University) if they have paid the compensation fee. Compensation fees have to be paid in accordance to the record of the damage, taken at the reception. Students who have any unpaid compensation fees cannot end their semester, cannot register in the next semester, and cannot be discharged from the University.

## **II. Order of the Dormitory**

1. The Dormitory has a 24-hour reception service. Every student of the Dormitory has a photographic entry card. The students residing in the Dormitory are obligated to use the electronic entry system as intended. If asked by any staff of the Dormitory, the student is required to identify themselves with a valid, photographic ID card. Any misuse of the entry card by students is to be reported to the Dormitory Director who will initiate disciplinary action against the student via the Dormitory Disciplinary Committee.
2. If the entry card is lost, the student is obligated to report the issue at the Dormitory Caretaker's Office. A fee of 2000 HUF has to be paid as reparation. Until the new entry card is ready to use, the student has to use a temporary card.
3. Students living in the Dormitory have to pay a monthly fee according to the way, and until the deadlines given in the Dormitory Living Contract.
4. Every student is obligated to keep the Dormitory in a clean and orderly state. The state of the living blocks is the responsibility of the tenants of said living block, while the state of the corridor is the responsibility of any and all students living on the given floor of the Dormitory.

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5. All furniture items, any items placed in the room, and all other items constituting the inventory of the room are the financial responsibility of the students who have signed the room's inventory. Any and all damages have to be paid for by the student(s) responsible.
6. Any and all areas of the Dormitory have to be used in the proper manner. It is strictly forbidden to damage, or use adhesive materials on any of the walls, furniture and doors in the Dormitory rooms, corridors, or common areas. Any kind of advertisement, or public announcement can only be displayed on the notice boards, according to the instructions concerning the notice boards. The use of any decorations that result in damages to the living block are forbidden. Due to this the use of adhesive materials or nails on the doors, windows, furniture or walls is strictly forbidden. Potted plants can be placed in the room, but only with saucers. The student can place any paper-based decorations on the lower edge of their shelf via temporary blue-tack adhesive.
7. The clean and orderly state of the living block is the responsibility of the tenants of said living block. The cleanliness of the room is inspected regularly. Any students who cannot keep their room in a clean state will receive a warning. After collecting three warnings, a fourth warning will result in an immediate termination of their Dormitory Living Contract.  

The staff of the Dormitory cleans the room two times a week, the order of which can be found on the notice board of every floor. The students have to make sure that their room is in a state that can be cleaned by the staff, and that the staff can do this without any disturbance. The staff of the Dormitory switches the bedsheets they provided on a bi-weekly basis, the order of which can be found on the notice board of every floor. The responsibility of preparing the bedsheets for switching is the responsibility of the student. The bed sheets (mattress cover, pillow- and duvet sheets) have to be taken off and placed on the bed in an orderly manner.
8. If the living block is empty, the doors have to be closed, for the tenants' own good.
9. When leaving the living block, the door and window has to be closed, the lights, and the faucets have to be turned off.
10. Any damages or malfunctions in the Dormitory have to be reported as soon as possible. All malfunctions, or damages have to be reported at the Dormitory Caretaker's office. Any malfunctions requiring immediate action (i.e broken pipes, washing machine malfunction) must be reported at the reception. Malfunctions and damages can be reported via the report booklets on each floor.
11. Any damages that have been caused by inadvertence or on purpose to the Dormitory or any of its assets have to be compensated by the person responsible.
12. The state of the common areas of the Dormitory is the common responsibility of any and all students living in the Dormitory.
13. No piece of furniture can be taken outside of the Dormitory building. No piece of furniture belonging to the common areas can be taken into other areas, or living blocks.

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14. Items listed in the room's inventory cannot be taken out of the room, placed in the corridor or other living blocks, or taken outside of the building. The only furniture items that can be placed in the living block are the ones that are in the room's inventory.
15. Upon leaving the Dormitory, any student who has a roommate suffering from a sedentary ailment should indicate them being left alone in the room to the reception and the Resident Assistant. Any student suffering from an infectious disease cannot live in the Dormitory. In urgent cases, the reception can provide a thermometer, and bandages. In a medical emergency requiring the call of medical aid, the student has to ask the reception to do so.
16. By the order of the university's resident doctor, a student can be placed into the sick room for a determinate amount of time.
17. Silence must be assured from 11 pm till 7am in the living blocks, the corridor and the Dormitory's common areas (kitchen, lounge) as to not disturb the study or sleep of any students or the daily guests.
18. Any radios, sound systems or TV-s can only be used in accordance with the norms of communal living, and as to not disturb quiet of the Dormitory, or the neighbourhood. Using any of these devices in the windows is forbidden.
19. The stripping, disconnecting, or rewiring of any wires in the Dormitory is strictly forbidden and will elicit disciplinary action, which is decided by the Dormitory Director according to the written report of the incident.
20. Any student, guest, teacher, or worker disturbing the peace and quiet of the Dormitory has to be reported to the Resident Assistant who is currently on duty. The Resident Assistant on duty has to document the disturbance at the reception. The Dormitory Director has to take disciplinary action against anyone offending the Dormitory Policy on multiple occasions.
21. The student has to acknowledge the Dormitory's fire safety rules that are currently in effect, and has to verify their knowledge and acceptance of them via signature. There are multiple manually activated fire alarms throughout the Dormitory. The student is obligated to activate any one of these upon spotting a fire in the Dormitory. In the case of a false alarm a compensatory fee is issued by the fire department, which has to be paid by the student who triggered the false alarm. The Dormitory Director can take disciplinary action against the student who triggered the false alarm via the DDC.
22. Smoking in the Dormitory is only allowed in the designated outdoor smoking areas. All students have to abide by the fire safety-, work safety- and occupational health and safety rules. Breaking any of the aforementioned rules will result in the Dormitory Director taking disciplinary action against the offender via the DDC. If any monetary damages may occur in the Dormitory because of the student smoking in a non-designated area, or cooking in the living block, the student is obligated to pay for the damages. If the student is smoking in a non-designated area,

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or cooking in the living block, and the resulting smoke results in any extraordinary expenditure for the Dormitory, the student is obligated to compensate the Dormitory.

23. If sufficient evidence is available of the student violating the Fire safety policy, the Dormitory Director can choose to suspend, or terminate the student's dormitory tenant status without a hearing from the DDC.
24. Climbing out to the roof of the building or the canopy on the first floor is strictly forbidden and dangerous.
25. The student is fully responsible for any financial and emotional damages that may occur in the Dormitory due to their computer or any other device.
26. The use of the kitchens on each floor is permitted to any and all students living in the Dormitory. Student-owned electronic kitchen appliances may only be used if they adhere to the appropriate fire- and electrical safety regulations. The use of electronic heaters, bed heaters and electric cookers in the living block is forbidden.
27. Unwashed cooking pots, kitchen utensils, or kitchen appliances cannot be kept anywhere in the Dormitory. The unwashed utensils found in the kitchen will be taken by the Resident Assistants. Perishable foods can be kept in the fridge, while other foodstuffs can be kept in appropriate packaging in the living blocks. Student-owned electronic kitchen appliances may only be used in the kitchen, and only if they adhere to the appropriate fire- and electrical safety regulations.
28. The garbage in the Dormitory has to be collected selectively. Plastic bottles, paper, cardboard, glass waste, and used batteries have to be collected in their respective containers.
29. The only pets that can be brought into the Dormitory are ones that can be kept in an aquarium. The aquarium has to be installed in a way that does not interfere with the cleaning of the room, and also adheres to the appropriate safety regulations. Bringing any stray animals, or feeding stray animals on Dormitory grounds is strictly forbidden.
30. Students are obligated to follow the rules regarding the use of the parking lot, and the rules regarding the bicycle storage.

### **III. The order of taking guests. Housing of guests in the Dormitory**

1. Guests can be received to the Dormitory from 7am till 11pm. The visitor can only enter the Dormitory if their host is currently in the Dormitory building. The guest's registration can only begin if the host has arrived at the reception. The guest must leave the Dormitory until midnight (12am). The guest must leave a valid, photographic ID card at the reception in order to gain access to the Dormitory (ID card, student ID, drivers license, passport, valid university entry card). The staff of the Dormitory will provide a temporary electronic entry card for the guest. Upon leaving their ID card will be given back to the guest in exchange for the temporary entry



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4. Breaking any of the rules laid out in the Dormitory Policy is basis for disciplinary action.
5. The Dormitory Director, the staff of the Dormitory Directorate and the Resident Assistants regularly monitor any and all offenses against the Dormitory Policy. They will take action against anyone who acts against the protection of Dormitory assets or the order of the Dormitory. If the situation calls for it, the student's right to have guests in the Dormitory can be revoked.
6. The Dormitory Director can terminate the Dormitory Living Contract of anyone who has made multiple offenses against the Dormitory policy via the DDC.
7. Adherence to the Dormitory Policy is the responsibility of he Dormitory's community and the staff of the Dormitory.

The date of entry into force of the Dormitory Policy is: 1st of September 2025.

# Central Dormitory

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## Dormitory Policy

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### **I. Moving in and out of the Dormitory**

1. The students who were accepted into the Dormitory will receive a written notification from the Dormitory Directorate, containing the date, and other conditions of moving into the Dormitory.
2. Students who fail to claim their place in the Dormitory on the given date, and do not notify the Dormitory Directorate beforehand of their reason to do so will lose their place in the Dormitory for the given academic year.
3. Any student who is accepted into Dormitory is obligated to register the Dormitory's address as their temporary address upon moving in, for their own good. Upon moving out the student is obligated to terminate their temporary address.
4. The arrangement of students in the rooms of the Dormitory is created with the preferences of the students in mind, whenever possible.
5. Upon moving in, the student can only occupy the room assigned to them.
6. The opportunity to switch Dormitory places are only be available after the date given on the 24th of September 2025 by the Dormitory Directorate. The switching of Dormitory places has to be done in accordance with the General Terms and Conditions. The required form can be found on the website of the Dormitory Directorate, titled „Dormitory Change Sheet“. The sheet has to be signed by all students involved and Resident Assistants affected by the room change, and afterward taken to the Dormitory Directorate. The switch can only occur after the Dormitory Change Sheet has been submitted and accepted. The switch can only occur if any and all students affected agree to the room change, and both students remain Dormitory residents (the earliest possibility of cancelling their place in the Dormitory is at the beginning of the next month.)
7. The Dormitory Directorate can supersede the Dormitory accommodation of any student who doesn't use their room for a longer time interval. If the situation asks for it, the Dormitory Directorate can terminate the Dormitory accommodation of the student.
8. Upon moving in or out of the Dormitory, the room has to be in the state that is written in the room's inventory. All participants have to sign the inventory as proof of the room's state. The room- and closet key, furthermore the magnetic entry card are provided to the student at the reception and are considered inventory items.
9. Keeping any item that is in the shared inventory of both rooms of a living block in good condition is considered the collective responsibility of the residents of both rooms.

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10. In the case of offenses that require disciplinary action, the Dormitory Disciplinary Committee (DDC) is required to take measures.
11. Students who would like to move out of the Dormitory have to notify the Dormitory Directorate beforehand. The conditions of moving out are as follows: the student has to fill out the Dormitory resignation request form in the Neptun system, and take note of the 1 month cancellation time, which is mentioned in the Dormitory Living Contract. The student is obligated to terminate their temporary address upon moving out.
12. Instructions regarding moving out of the Dormitory at the end of the academic year will be publicised at the beginning of the spring exam period.
13. When moving out at the end of the year, students are obligated to hand over the room in a clean and orderly state. The last person who moves out of the room has to check with the Dormitory staff, if the state of the room correlates to the state given in the room's inventory.
14. The room- and closet keys, along with the magnetic entry card have to be handed over to the reception no later than the date of moving out. Students, who are responsible for any damages can only be discharged from the Dormitory (thereby the University) if they have paid the compensation fee. Compensation fees have to be paid in accordance to the record of the damage, taken at the reception. Students who have any unpaid compensation fees cannot end their semester, cannot register in the next semester, and cannot be discharged from the University.

## **II. Order of the Dormitory**

1. The Dormitory has a 24 hour reception service. Every student of the Dormitory has a photographic entry card. The students residing in the Dormitory are obligated to use the electronic entry system as intended. If asked by any staff of the Dormitory, the student is required to identify themselves with a valid, photographic ID card. Any type misuse of the entry card by students is to be reported to the Dormitory Director who will initiate disciplinary action against the student via the Dormitory Disciplinary Committee.
2. If the entry card is lost by the student, they are obligated to report the issue at the Dormitory Directorate. A new entry card has to be requested, and a fee of 1500 HUF has to be paid as reparation. Until the new entry card is ready to use, the student has to use a temporary card.
3. Students living in the Dormitory have to pay a monthly fee. According to the way, and until the deadlines given in the Dormitory Living Contract.
4. Every student is obligated to keep the Dormitory in a clean and orderly state. The state of the living blocks is the responsibility of the tenants, while the state of the corridor is the responsibility of any and all students living on the given floor of the Dormitory.
5. All furniture items, any items placed in the room, and all other items constituting the inventory of the room are the financial responsibility of the students who have signed the room's inventory. Any and all damages have to be paid for by the student(s) responsible.

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6. Any and all areas of the Dormitory have to be used in the proper manner. It is strictly forbidden to damage, or use adhesive materials on any of the walls, furniture and doors in the Dormitory rooms, corridors, or common areas. Any kind of advertisement, or public announcement can only be displayed on the notice boards. /According to the instructions concerning the notice boards./ The use of any decorations that result in damages to the living block are forbidden. Due to this the use of adhesive materials or nails on the doors, windows, furniture or walls is strictly forbidden. Potted plants can be placed in the room, but only with saucers. The student can place any paper-based decorations on the lower edge of their shelf via temporary blue-tack adhesive.
7. The clean and orderly state of the living block is the responsibility of the tenants of said living block. The cleanliness of the room is inspected regularly. Any students who cannot keep their room in a clean state will receive a warning. After collecting three warnings, a fourth warning will result in an immediate termination of their Dormitory Living Contract.  

The staff of the Dormitory cleans the room two times a week, the order of which can be found on the notice board of every floor. The students have to make sure that their room is in a state that can be cleaned by the staff, and that the staff can do this without any disturbance. The staff of the Dormitory switches the bedsheets they provided on a bi-weekly basis, the order of which can be found on the notice board of every floor. The responsibility of preparing the bedsheets for switching is the responsibility of the student. The bed sheets (mattress cover, pillow- and duvet sheets) have to be taken off and placed on the bed in an orderly manner.
8. If the living block is empty, the doors have to be closed, for the tenants' own good.
9. When leaving the living block, the door and window has to be closed, the lights, and the faucets have to be turned off.
10. Any damages or malfunctions in the Dormitory have to be reported as soon as possible. All malfunctions, or damages have to be reported at the Dormitory Caretaker's office. Any malfunctions requiring immediate action (i.e broken pipes, washing machine malfunction) must be reported at the reception. Malfunctions and damages can be reported via the report booklets on each floor.
11. Any damages that have been caused by inadvertence or on purpose to the Dormitory or any of it's assets have to be compensated by the person responsible.
12. The state of the common areas of the Dormitory is the common responsibility of any and all students living in the Dormitory.
13. No piece of furniture can be taken outside of the Dormitory building. No furniture belonging to the common areas can be taken into other areas, or living blocks.
14. Items listed in the room's inventory cannot be taken out of the room, placed in the corridor or other living blocks, or taken outside of the building. The only furniture items that can be placed in the living block are the ones that are in the room's inventory.

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15. Upon leaving the Dormitory, any student who has a roommate suffering from a seditary ailment should indicate them being left alone in the room to the reception and the Resident Assistant. Any student suffering from an infectious disease cannot live in the Dormitory. In urgent cases, the reception can provide a thermometer, and bandages. In a medical emergency requiring the call of medical aid, the student has to ask the reception to do so.
16. By the order of the university's resident doctor, a student can be placed into the sick room for a determinate amount of time.
17. Silence must be assured from 12 pm till 7am in the living blocks, the corridor and the Dormitory's common areas (kitchen, lounge) as to not disturb the study or sleep of any students or the daily guests.
18. Any radios, sound systems or TV-s can only be used in accordance with the norms of communal living, and as to not disturb quiet of the Dormitory, or the neighbourhood. Using any of these devices in the windows is forbidden.
19. The stripping, disconnecting, or rewiring of any wires in the Dormitory is strictly forbidden and will elicit disciplinary action, which is decided by the Dormitory Director accoring to the written report of the incident.
20. The student has to acknowledge the Dormitory's fire safety rules that are currently in effect, and has to verify their knowledge and acceptance of them via signature. There are multiple manually activated fire alarms throughout the Dormitory. The student is obligated to activate any one of these upon spotting a fire in the Dormitory. In the case of a false alarm, a compensatory fee is issued by the fire department, which has to be paid by the student who triggered the false alarm. The Dormitory Director can take disciplinary action against the student who triggered the false alarm via the DDC.
21. Smoking in the Dormitory is only allowed in the designated outdoor smoking areas. All students have to abide by the fire safety-, work safety- and occupational health and safety rules. Breaking any of the aforementioned rules will result in the Dormitory Director taking disciplinary action against the offender via the DDC. If the student is smoking in a non-designated area, or cooking in the living block, and the resulting smoke results in any extraordinary expenditure for the Dormitory, the student is obligated to compensate the Dormitory.
22. If sufficient evidence is available of the student violating the Fire safety policy, the Dormitory Director can choose to suspend, or terminate the student's dormitory tenant status without a hearing from the DDC.
23. Climbing out to the roof of the building or the canopy on the first floor is strictly forbidden and dangerous.
24. The student is fully responsible for any financial and emotional damages that may occur in the Dormitroy due to their computer or any other device.

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25. The use of the kitchens on each floor is permitted to any and all students living in the Dormitory. Student-owned electronic kitchen appliances may only be used in the kitchens, and only if they adhere to the appropriate fire- and electrical safety regulations. The use of electronic heaters, bed heaters and electric cookers in the living block is forbidden.
26. Unwashed cooking pots, kitchen utensils, or kitchen appliances cannot be kept anywhere in the Dormitory. The unwashed utensils found in the kitchen will be taken by the Resident Assistants. Perishable foods can be kept in the fridge, while other foodstuffs can be kept in appropriate packaging in the living blocks.
27. The garbage in the Dormitory has to be collected selectively. Plastic bottles, paper, cardboard, glass waste, and used batteries have to be collected in their respective containers.
28. The only pets that can be brought into the Dormitory are ones that can be kept in an aquarium. The aquarium has to be installed in a way that does not interfere with the cleaning of the room, and also adheres to the appropriate safety regulations. Bringing any stray animals, or feeding stray animals on Dormitory grounds is strictly forbidden.
29. Students are obligated to follow the rules regarding the use of the parking lot, and the rules regarding the bicycle storage.

### **III. The order of taking guests. Housing of guests in the Dormitory**

1. Guests can be received to the Dormitory from 7am till 12pm. The visitor can only enter the Dormitory if their host is currently in the Dormitory building, and upon being called, shows up at the reception. The guest may only enter any of the upper floors, or leave the Dormitory if their host is present. The guest must leave a valid, photographic ID card at the reception in order to gain access to the Dormitory (ID card, student ID, drivers license, passport, valid university entry card) and state which room, and resident they are visiting.
2. If the guest does not leave the Dormitory before midnight (12am), they are obligated to pay the „guest fee for overnight stay” (see: III/5) regardless of using the actual service. The fee has to be paid by the host, if the guest is unable or unwilling to do so. Multiple cases of the guest leaving after midnight (12am) will result in the Dormitory Director taking disciplinary action via the DDC.
3. Guests with no photographic ID have to stay outside of the security gate.
4. The guests have to acknowledge the fact that the Dormitory is the temporary home for the other students. Thus their rest, study or other activities cannot be disturbed. Any and all rules also apply to the guest.
5. Students can house guests in the living block overnight according to the price laid out in the announcement regarding housing guests overnight. The housing of guests has to be done in accordance with the rules regarding the housing of guests. The hosting student assumes responsibility for their guest's actions.
6. Unexpected guests can be housed in the Dormitory's guest rooms.

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7. Outsiders cannot use any service provided by the Dormitory. People who are not current residents of the Dormitory, the staff of the Dormitory, or registered guests are considered Outsiders. To keep the Dormitory undisturbed, every student residing in the Dormitory has to take full monetary and moral responsibility for their guest's behaviour and adherence to the time of departure.
8. If the student places any order (food, other service), they are obliged to provide their room's landline number. The courier will arrive and use the phone at the reception to notify the student of their arrival. The receiving of goods transported by the courier happens on the ground floor (reception).

#### **IV. General information**

1. The Dormitory's address: Central Dormitory  
8200 Veszprém, Egyetem str. 12.
2. The Resident Assistants on each floor for the 2025/26 academic year are as follows:
  - I. Floor: Erik Tamás Bakos
  - II. Floor: Alex Bancia
  - III. Floor: Gergő Fekete
  - IV. Floor: Szintia Katona
  - V. Floor: Zsuzsa Anna SzilágyiSelf-motivated groups: Tamás Rohrer  
International Students: Klaudia Földi
3. Items that can be rented at the Reception via ID card:  
baking sheet, clothes iron, medical thermometer, bike storage key.
4. Breaking any of the rules laid out in the Dormitory Policy is basis for disciplinary action.
5. The Dormitory Director and the Resident Assistants regularly monitor any and all offenses against the Dormitory Policy. They will take action against anyone who acts against the protection of Dormitory assets or the order of the Dormitory. If the situation calls for it, the student's right to have guests in the Dormitory can be revoked.
6. The Dormitory Director can terminate the Dormitory Living Contract of anyone who has made multiple offenses against the Dormitory policy via the DDC.
7. Adherence to the Dormitory Policy is the responsibility of the Dormitory's community and the staff of the Dormitory.

The date of entry into force of the Dormitory Policy is: 1st of September 2025