

# Damjanich Dormitory Know-how

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In this guidebook, we would like to give a little insight about the dormitory life in Hungary.

We want you to get familiar with the place and its rules in advance, letting you know what to expect when you move here and what we expect from our residing students.

Please note that this document is only an extracted guidebook of the official house rules, and contains only the most important paragraphs. For the whole official house rules please contact the reception at the dormitory.

## **The Dormitory:**

The newly built and furnished building offers a safe accommodation possibility with its 24/7 reception service, access control system and installed fire alarm system for university students.

Damjanich Dormitory is located next to the Faculty of Engineering and Information Technology. The dormitory is easily approachable from the train station with bus number: **31, 32, 34Y, 36.**

If you would rather take **TAXI**, you can always call **+3672/333-333** or **+3630/555-555.**

**Damjanich Dormitory – Address: 7624 Pécs, Damjanich street 30.**



To enter the dormitory, you need to have an access card, which opens the door. This will be provided by the reception after your arrival. Please keep in mind that if you lose this card, you will have to pay for the replacement costs.

Damjanich Dormitory is a 2 storey building with rooms for two. The building has two study rooms and a laundry in the basement.

The meeting room on the ground floor is ideal for a greater group of students, who want to come together. The standard housing units are for two people, but there are 2 blocks where 4 students will be placed in two separate rooms that share the same bathroom/restroom. The building has 4 disabled rooms for the physically challenged residents. You can find a kitchen on each floor.

WIFI is provided throughout the whole dormitory. *(You can only access it with the NEPTUN code you receive from the university after you finalise your registration at your faculty.)*

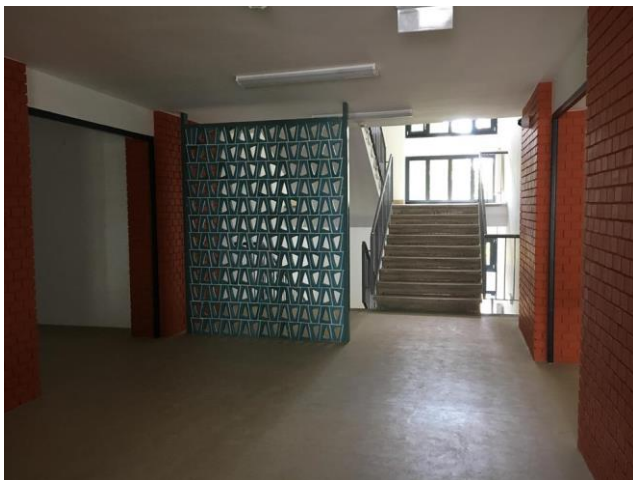
For the cycling lovers, a bicycle storage is provided.



The bathroom



The kitchen



The stairwell



The bedroom

## Things you should bring along/buy after your arrival:

- **Basic kitchenware and cutlery**
- **Towels**
- **Bedsheets** (*If you feel more comfortable sleeping in your own sheets*)
- Although the dormitory has a laundry room, you have to provide your own **washing liquid**
- **Drying rack**
- **Broom, mop, bucket**
- **UTP cable or router for internet access**



Standard power socket



Standard plug

### 230 VOLT



UTP cable

## Things you should have with you when you check in:

- **Passport**
- Verification that you will be a University of Pécs student in the 2023/2024 academic year, and that your application for dormitory placement has been approved (Letter of Admission/Acceptance, and the registration e-mail for dormitory placement)
- Debit/credit card to pay the dormitory fee for the first month (you cannot move in if it is not paid)
- **Please note, that moving-in is only possible from 1st February 2024**

## **Moving out of the dormitory:**

While this information normally belongs to the end of the know-how, we would like to emphasize the importance of the proper way to move out of the dormitory.

### **PLEASE NOTE:**

The monthly dormitory fee cannot be reduced or divided proportionately. If you arrive on the last days of a month you have to pay for the whole month. In order to save you from unnecessary extra costs, please notify the Dormitory Manager in email of your intention of moving out 30 days before leaving the dorm (specifying the date). At the same time you should fill out the Renouncement of dormitory membership form on Neptun (Neptun – Administration – Requests - Renouncement of dormitory membership form).

Following the instructions above, you only need to pay a daily fee in the month of moving out. The daily dormitory fee is equal to 20% of the monthly fee of the dormitory. If you fail to notify us 30 days moving out, you are obliged to pay the full dormitory fee for the month.

Please, adjust your arrival and departure accordingly.

## **MAKE SURE TO RESIGN YOUR DORMITORY PLACEMENT IN TIME!**

### **Dormitory fee:**

Each month's dormitory fee will appear on the Neptun system that you will gain access to once you establish your student status. On Neptun you will be able to keep track of your deadlines at all times.

You have several options to settle your rent:

1. Personally at the reception with card
2. Online, through Neptun with card

### **Late payment:**

In case a student happens to pay the fees late, they will be charged with a late payment fee on Neptun. This means a few thousand forints in each case, but the penalty will increase 8 days after the deadline. **These late payment fees can be settled at the dormitory reception, at your faculty's cash desk or online through your personal Neptun interface.**

### **On the day you leave the dormitory:**

During the checkout on the day of your departure, it is mandatory to show the room to the Receptionist. It should be in the same condition as it was when you moved in (clean). You also have to return the keys and sign the checkout form.

**Important information regarding leaving the Dormitory:** The UP Residence Services and the dormitory staff are not responsible for the Student's movable properties left unattended in the housing unit. Before you leave your room, make sure that you have collected all of your personal belongings!

**IF YOU FAIL TO MEET ANY OF THE ABOVE MENTIONED CRITERIAS, YOUR PAYMENT OBLIGATION WILL NOT CEASE AND ADDITIONAL FEES MIGHT EMERGE DEPENDING ON THE CONDITION YOU LEAVE THE ROOM IN!**

### **Having a guest:**

***Please note, that our dormitory residents may not have guests until further notice!***

The students in our dormitories have the opportunity to have night guests in their rooms if they have a free bed and if their block mates give their consent. Every guest has to be registered at the Reception. The student has to pay at the Reception for those guests who stay after 11 pm. The monthly limit for these guests to stay is 10 days.

### **Basic rules of coexistence:**

The dorm has a multicultural community with various habits and lifestyles. Tolerance is a key factor for our residing students.

While we encourage socialising and making new friends, there is one universal rule in the dormitory, that every student agrees on: **During the exam period, they prefer to have a quiet environment, without any disturbances.**

**Please keep in mind, that the management of the dormitory will take all necessary actions if they experience a violation of rules (for example: unnecessary loudness, receiving unauthorized guests, causing damages etc.)**

**Breaching the rules entails sanctions in accordance with the extent of violation. In cases of gross breach it can lead to the termination of the accommodation contract, which means that you have to leave the Dormitory immediately.**

**Considering the size of the building and the great number of people we accommodate here, it is self-evident that we put a lot of effort into the cleanliness of the building and the safety regulations.**

**We would like to ask you to take them as seriously as we do.**

### **Fire safety:**

According to the directive of the Fire Department every student who has a dormitory membership is required to attend a fire safety training, as your fire safety knowledge will be tested. To successfully complete the test you have to get at least 16 points out of the 19-point-test.



From time to time, you will hear the fire alarm ringing in the whole building. These are usually false alarms caused by burned food etc. If the alarm stops in the first minute, you have nothing to worry about. On the other hand, if (*on a rare occasion*) it keeps ringing, you have to leave the building as soon as possible.

### **Fire drill:**

The dormitories have to participate in obligatory annual fire drills.

The residents' duty is to immediately leave the building at the time of the fire drill, when the fire-alarm sirens can be heard. Fire drills are controlled by the authority. If the fire department inflicts penalty on the University because of the student's wrong attitude or abnormal behaviour, fines will be re-routed to whom it may concern. In case the students fail to evacuate completely, the fire drill will be unsuccessful and fire department will keep repeating the procedure.

**In Hungary, smoking is prohibited by the law in public buildings (in dormitories)!**



- **Smoking and using Hookah/Shisha is forbidden in the building.** There are smoke detecting sensors in every room which turns the alarm and the ventilation in the building on. We take the rules regarding this matter strictly, so if any traces of smoking are found in a student's room, the dormitory takes disciplinary action and imposes a penalty fee.
- Trying to turn off/covering the sensors is **STRICTLY FORBIDDEN** and it can lead to the termination of the Accommodation Service Contract.

There is a **designated smoking area** where you can smoke next to the building entrance.

Another typical cause for the fire alarm is burnt food, which of course, is not as serious as the offense of smoking. Still, we would like to give you some practical hints, to avoid any problems during your stay.

- Do not put any hot objects on the floor, on the table, or on top of the fridge!
- Electric kitchenware such as: ricecookers, waterboilers, microwave ovens must not be used in the bedroom.

- Electric appliances must be kept unplugged when they are not in use.
- Never leave your cooking unattended!

### Cleanliness:

Regular, weekly cleaning will be provided in every room, which can be extremely helpful with your daily chores, especially in the exam period.

It goes without saying, that **having weekly cleaning does not mean that you don't have to clean the room at all**. We kindly ask the students to keep a healthy standard of cleanliness in their block.

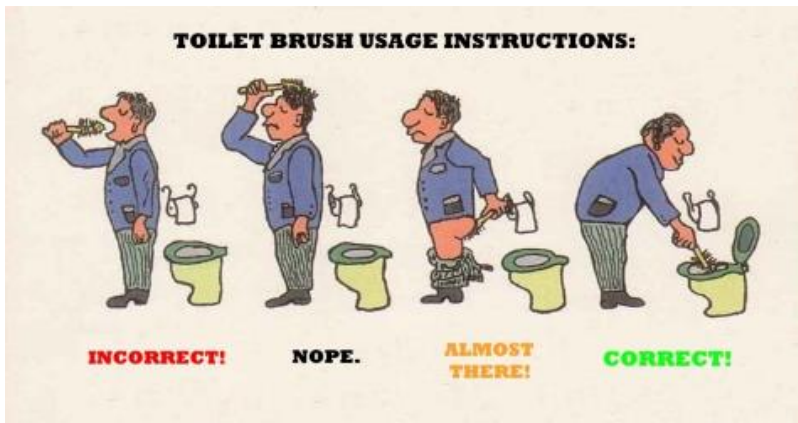
**WE WILL INSPECT THE ROOMS REGULARLY. IN CASE THE ROOM DOES NOT MEET THE HYGIENIC STANDARDS, A PENALTY FEE WILL BE IMPOSED ON THE RESIDENTS.**

Based on our experiences, these are the most crucial parts, that you have to pay attention to:

- Take out the trash on a daily basis. Having too much trash in the room for days is the main cause for pests to appear.
- Keep the sink clean. It can easily get clogged if you flush food down in it. Its sole purpose is to wash your dishes in it.



- Keeping the kitchen and the toilet clean after use.



The cleaning ladies will not touch your belongings, so basically if you leave more space free, you get a more thorough cleaning. This is only possible if you keep the above mentioned daily practises. If your belongings are all over the room, the cleaning staff will not be able to clean your room. If you leave your belongings on the bed, your sheets cannot be changed either.

It is possible that the standard cleaning schedule will be changed due to holidays and non-working days. The cleaning might be delayed but the service will be provided nevertheless. We kindly ask for your understanding in these cases.

The cleaners also provide liquid soap and some toilet paper every week. The bedsheets will be changed once every two weeks. These things can help, but we strongly suggest you to buy your own hygienic necessities.

### **Kitchen:**

The key for the kitchen can be taken from the reception. You have to sign up to take it. The responsibility to keep the kitchen clean falls on the person who takes the key for the period they are using it. Leaving dirty dishes or damaging the furniture in the kitchen has disciplinary and financial consequences. The person who uses the kitchen must report any damage they find to the reception. In case the damage is not reported, the liability and the repair expenses fall on the last person who used the kitchen.

### **Laundry:**

- To wash your clothes, you have to book a time slot at the reception.
- You can take the laundry key in exchange for a Student card or any kind of identification.
- Make sure not to put too much washing liquid/powder in the machine. There is usually an indicator that shows the limit. The use of washing capsules is highly recommended for these reasons.
- After you start the washing machine, return the key to the doorman immediately to let others use the other machines.
- You can take the keys again later to pick up your clothes.



### **Common areas:**

The meeting room and the terrace are popular places among our students, therefore we would like to maintain their condition. If you use these areas with your friends, make sure to clean up after yourselves and put back the furnitures to their original place.

Please, avoid littering on the terrace, we have a bin where you can throw the cigarette buds.

### **Damage report:**

Each and every student is responsible for the condition of their room and the furnitures inside it. The student is obligated to pay the repair costs of any damage caused. In case none of the residents take responsibility for the damage caused, the students in the room must take joint liability for the repair/replacement expenses.

Small accidents happen from time to time, so it is really important to report every damage in the room immediately. We have a Building Management Staff, that can fix things in a matter of minutes.

### **The most frequent problems that occur are:**

- Clogged shower drain, kitchen sink
- Burned out light bulbs
- Broken furniture

**If anything happens, please do not hesitate to tell us!**

**Make sure to join our Facebook group for fast updates and dormitory related information throughout the academic year! Applications will be accepted when the semester starts.**

**<https://www.facebook.com/groups/damjanich2324/>**

**Lastly, there is a really helpful bunch at the Reception. If you have any questions about the city, the university, directions, the immigration office or anything that we might know the answer to, do not hesitate to visit us!**