

Regulation of dormitory life

1.1 Dormitory leisure, activities, cultural life

- The student of the dormitory has the right to receive differentiated care, and special care according to his/her condition and personal circumstances.
- All students and pupils of the dormitory are obliged to participate in group activities once a week.
- The student of the dormitory must participate in an optional activity once a week. The student has the right to choose which of these sessions he/she will attend during the school year. The student may also attend other optional activities that meet his/her interests.
- The student of the dormitory has the right to request partial exemption from compulsory or optional activities. This request, together with the reasons for it, must be discussed with the group leader, and may only be granted by the group leader with the approval of the head of the institution.
- Unauthorised absence from compulsory sessions will result in a verbal warning on the first two occasions; and a written warning from the group leader on the third and subsequent occasions.

1.2 Operation of the college

1.2.1. Agenda

Weekdays

6.30 – 7.30	Wake-up call for primary school students, independent wake-up for older students, ablutions, and getting dressed
6.30 – 8.50	Breakfast
Until 7.45	Ill children check in with the nurse or the teacher on duty.
From 8.00	High school classes or professional classes.
11.30 – 14.00	Lunch
From 13.45	High school classes or professional classes
From 16.20	Continuous arrival back to the dormitory, individual and small group sessions, and group activities
18.00 – 18.45	Optional activities (one hour per week is compulsory).
17.30 – 20.45	Dinner

19.00 – 20.30	Silentium - individual and group learning, catch-up sessions, and tutoring (Monday to Thursday).
21.00 – 21.30	Students aged 10-12 stay in their own room. Checking the number of students, tidying up their rooms, preparing for school the next day, showering, getting ready for bed and then going to bed.
21.30 – 22.00	Students aged 13-18 stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, preparing for school the next day, showering, getting ready for bed and then going to bed.
21.30 – 22.30	Graduated students stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, showering, getting ready for bed, and then going to bed.

Weekends – Saturday

6.30 – 7.30	Wake-up calls for primary school students, independent wake-ups for older students, ablutions, and getting dressed
7.30 – 9.00	Breakfast
Until 7.45	Ill children check in with the nurse or the teacher on duty.
From 8.00	Professional classes (some start later)
11.30 – 14.00	Lunch
From 10.00	Travelling home
From 14.00	For those who stay, group activities, leisure activities programmes
❖	Dinner
21.00 – 21.30	Students aged 10-12 stay in their own room. Checking the number of students, tidying up their rooms, showering, getting ready for bed and then going to bed.
21.30 – 22.00	Students aged 13-18 stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, showering, getting ready for bed and then going to bed.
21.30 – 22.30	Graduated students stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, showering, getting ready for bed, and then going to bed.

Weekends – Saturday

❖	Independent waking up, ablutions, getting dressed
❖	Breakfast - usually cold pack
Until 9.00	Ill children check in with the nurse or the teacher on duty.
❖	Lunch - usually cold pack
❖	For those who stay, independent learning, leisure activities
❖	Dinner
Until 21.30	Those who went home return back to the dormitory. Exceptions to this rule are only possible with the prior permission of the group leader!
21.00 – 21.30	Students aged 10-12 stay in their own room. Checking the number of students, tidying up their rooms, preparing for school the next day, showering, getting ready for bed and then going to bed.
21.30 – 22.00	Students aged 13-18 stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, preparing for school the next day, showering, getting ready for bed and then going to bed.
21.30 – 22.30	Graduated students stay in their own room or in the corridor of their own floor. Checking the number of students, tidying up their rooms, showering, getting ready for bed, and then going to bed.

1.3 General rules for dormitory life

- After entering the dormitory, street shoes must be changed immediately into slippers or changing shoes! Slippers and changing shoes must be stored on the shelves provided per room on the ground floor.
- Electrical appliances in the living quarters for fire and accident safety reasons - except for mobile + charger, laptop, tablet + charger, hairdryer, hair straightener, and radio - are prohibited! The use of high-power and heat-generating devices requires a contact protection certificate.
- Eating is not allowed in the common areas, except in the kitchen. Food that requires refrigeration must not be stored in the rooms and on the balcony. Food that requires refrigeration will be thrown away for health reasons if found when rooms are checked.

- Food can be stored outside the room in a fridge or small cupboard on the ground floor, the key to which must be kept with the room key. To prevent illness, spoiled food will be thrown away.
- Anyone can receive visitors in the dormitory.

Rules for the admission of visitors:

- With the permission of the teacher on duty, the student may have visitors from Monday to Thursday in the common rooms on the ground floor or in the corridor until the beginning of the silentium, and on Friday, Saturday and Sunday until 21.00.
- The name of the visitor and the time of his/her visit are recorded at the reception, after which he/she must personally contact the teacher on duty!
- Parents, grandparents, and siblings may also visit the student in his/her room, provided that they do not disturb his/her roommates, by informing the teacher on duty.
- The Dormitory regulations are also binding for guests. In case of violation, the responsible teacher may expel the guest from the building.
- Visitors are only allowed to enter the rooms after knocking and with the permission of the persons inside. The guest must leave the room if requested to do so by any of the occupants of the room.
- Only staff of the college may enter an empty room by leaving the door open while they are inside.
- The furniture in the rooms has been arranged to comply with work and fire safety regulations and to be practical, so any rearrangement of rooms is subject to the permission of the teachers.
- If a student notices any malfunction or damage in his/her room, on the residential floor or in the common areas, he/she must report it in writing on the notice board at the reception or inform the teacher on duty orally.
- The rooms can be decorated according to the student's preferences, with the prior permission of the group leader. The rooms must be fully restored to their original state before moving out. Restoration is the responsibility of the person(s) carrying out the changes. In case of non-restoration, the person(s) concerned may be excluded from the following year's dormitory admission procedure. No pictures, symbols or objects offensive to public morals may be displayed on the bulletin board, even if the roommate consents.
- It is forbidden to bring furniture, blankets, and bed linen to the balcony.
- **Climbing on balcony railings, climbing from one balcony to another is strictly forbidden!**

- **Throwing anything from balconies onto the yard or street is forbidden!**
- In the evenings, all dormitory residents must be in their own rooms from the time indicated on the schedule. Exceptions to this rule, or permission to use a common room at a later time, can only be granted by the teacher on duty.
- The student is obliged to keep his/her belongings tidy in his/her room and to place his/her clothes and utensils in the lockers, shelves and desks provided, thus enabling the cleaning staff to clean the rooms on a daily basis. (Tools for private cleaning of the rooms are provided on each floor and are located in the designated corridor locker.)
- Rooms are scored daily. Rooms with a score of less than 7 points are only allowed to leave the dormitory after the rooms have been cleaned and with the permission of the teacher on duty.
- Room exchange is possible with the agreement of the Board of Teachers. In the event of a room change, the group leader checks the state of the equipment in the room concerned.
- The tasks of the students for the community (accompanying younger students, organising events, bringing cold packs from the kitchen, etc.) are organised with the help of the duty teacher or the group leader.
- To avoid accidents in the living rooms, corridors and stairs, running, wrestling and dancing should be avoided.
- Late dinners are only available for dormitory students who, due to their professional commitments, are unable to eat in the canteen and ask the teacher on duty in time to bring the food from the canteen (in this case the canteen card must be handed in).
- Dormitory students must report any changes in their personal data to their group leader immediately!
- The dormitory student must also follow the general social and ethical norms outside the institution and must not engage in activities that are harmful to health

Student contract:

- *for students who have graduated from high school and for university students, dormitory accommodation is subject to the conclusion of a "Student Housing Contract"*

1.4 Leaving the dormitory

- The dormitory student is obliged to come back to the dormitory after his/her activities (high school classes, professional classes, dinner) and contact the teacher on duty.

- Any leave outside the dormitory garden is only possible with the knowledge and permission of the teacher on duty. Students aged 10-12 may be in the garden if they have permission.

Procedure for leaving the dormitory:

- The dormitory student may request permission to go out from the teacher on duty, who will record the permitted time of leaving and the agreed time of return in the diary. The student must be back from his/her leave on time at the authorised time.
- When leaving the dormitory, the student will receive a named exit card which must be handed in at the reception. On returning from leave, the student must contact the teacher on duty.
- The dormitory student must ensure that he/she can be contacted during the leave (switched on, working phone).
- In exceptional circumstances, the teacher on duty may make exceptions to the above rules.

1.4.1. Rules for leaving the dormitory

Students in grades 5-6 can only leave the dormitory with an adult companion. If a parent gives written permission, a 6th-grade student may leave the dormitory with at least one peer of the same age or older, no later than 7 p.m., in the neighborhood (Mexican Road Shops, American Road CBA, pharmacy)

Students in grades 7-8 may go to the area around the dormitory (CBA, Mexikói út, playground, pharmacy) alone, and further away (Opera House, Árkád shopping centre, Sansha, Oktogon) with 2-3 other peers, no later than 19.00 hours if the parent gives written permission. After 7 p.m., or for further destinations, the student may leave the dormitory only with an adult guardian.

Students in grade 9 can leave the dormitory on weekdays and weekends until 21.00.

Students in grade 10 may leave the dormitory from Sunday to Thursday, until 21.30. On Fridays and Saturdays, students may leave until 22.00.

Students in grades 11-12 may leave the dormitory from Sunday to Thursday, until 21.30. On Fridays and Saturdays, leaving is possible until 23.00.

- Absence from the dormitory other than the above-mentioned is only possible with the permission of the teacher on duty, in justified cases, at the prior written request of the parent or guardian. The teacher on duty may refuse to grant permission to leave, despite the parent's or guardian's request. In such a case, he shall give the parent or guardian the reasons for his decision in writing.

- Unscheduled leave of an underage student from the dormitory (travel home, illness) may only be granted after written notification from the parent or guardian.
- The graduated dormitory student is also obliged to report his/her leaving and arrival to the teacher on duty. He/she must be back in the dormitory by 21.30 on Sunday to Thursday, 23.00 on Friday and no later than midnight on Saturday.

1.4.2. Travelling home

- At the end of the school and professional training week, students travel home, unless they have a professional activity at the weekend.
- In all cases, written permission from the parent or guardian is required for travel home other than the scheduled time.
- Students in grades 5 and 6 may stay in the dormitory on weekends and public holidays only if they have a professional activity or if they have the prior permission of the group leader. Students staying in the dormitory are also supervised at weekends.
- When travelling home, students aged 10-14 will only be allowed to go home alone at the written request of a parent or guardian.
- If an underage student wishes to leave for a weekend to a place other than his/her permanent residence (relatives, friends, etc.), the group leader or the teacher on duty may authorise this upon the parent's or guardian's request by e-mail.
- Students must return to the dormitory from their journey home by 21.30. Those who wish to return at a different time on a single occasion or regularly may be authorised individually by the Head of the Dormitory at the request of their parents or guardians.
- When travelling home for a school holiday of many days, the time of leaving and returning to the dormitory can always be found on the notice at the entrance or information can be obtained from the round e-mail sent to parents.
- If the student does not return back to the dormitory from a home visit at the usual time (e.g. illness, administrative errands, medical check-up), the parent or guardian must inform the dormitory by e-mail by 8.00 a.m. on the next working day (indicating the expected time of return, cancelling meals, etc.).
- We require a "healthy, fit to return to the community" medical certificate on all returning from illness! Failing this, the student may be sent home immediately.
- Dormitory students who have an illness that recovers more than one day may be sent home, on the advice of the nurse, to avoid infection.

- Weekend home travel may be prohibited in the following cases:
 - for public health or health-related reasons in the interests of the student,
 - for reasons affecting transport (snow, storms, bad weather, etc.),
 - for law enforcement reasons (official regulations, crime prevention, investigation).
- The prohibition or restriction of travelling home can be ordered by the Head of the Dormitory, of which the parent or guardian must be informed.

1.5 The dormitory student's right to privacy

- The dormitory student has the right to use the residence rooms and common rooms of the dormitory, and to use their furnishings free of charge.
- It is the right of the dormitory student to respect his/her right to private accommodation. The college provides the conditions for the right to private accommodation using lockable room doors and lockable lockers in the corridors. The key to the room door can be picked up at the dormitory's reception only by the residents and has to be handed back when leaving the building. Due to fire and accident prevention regulations, it is forbidden to make copies of the key or lock the room from the inside (due to fire and accident prevention regulations).
- The dormitory student's home is the room assigned to him/her, which he/she shares with his/her roommates. Every student has the right to rest, relax and study in peace and quiet, and it is forbidden to disturb the peace of others by making any noise during silentium or at night.
- When the students move in, they receive the keys to the room, the fridge and the cupboard, which they share for a year between roommates. If the dormitory student requires a (lockable) spare locker for personal belongings, he/she can collect the key personally and sign the registration form to acknowledge this. He/she is financially responsible for the safekeeping of the keys.
- The cleaning staff may enter the student's room for cleaning purposes. He/she shall lock the doors after finishing his/her work.
- The teachers may enter the student's room for inspection and supervision purposes, but may only look into the personal belongings and the wardrobe in justified cases, in the presence of the student.
- During the morning hours of the week, the dormitory teachers, nurses and the facility manager inspect the dormitory rooms for fire, accident and health and safety reasons, and to mark the room order. The scores are available to the students every day.

- The dormitory facility manager and, if necessary, the persons assigned by him/her (maintenance staff, mechanics, etc.) may enter the living areas for repairs and maintenance but must lock the rooms when the work is finished. A record of the work carried out, the date of completion and the handing over of the keys shall be recorded by the porter in the Porta logbook.
- The dormitory student has the right to have his/her correspondence respected. He/she may receive unopened postal items addressed to him/her and come to the dormitory at the dormitory reception, if necessary against signature. If a damaged item is received, it must be marked as having been received damaged.

1.6 Meals

All dormitory students can order five meals a day via the e-menu system, which can be accessed at the university's webpage (<http://mte.eu/gimnazium-es-kollegium/e-menza/>). It is the parents' responsibility to order and cancel the meal if necessary.

1.7 Sanctions for violations of the Dormitory Regulations

Violations of the Dormitory Regulations may be sanctioned by the Board of Teachers in the following ways:

- verbal team leader warning
- written group leader warning (group leader warning 1)
- written team leader warning (team leader warning 2)
- written team leader reprimand (team leader warning 3)
- warning by the head of the dormitory
- warning by the head of the institution
- disciplinary procedure

The types of sanctions do not necessarily build on each other but depend on the degree of the breach.

Other sanctions:

- deprivation of the leavings: on the given day(s), the student is not allowed to come back to the dormitory between his/her professional and high school classes. The student may not leave the campus after the end of his/her classes.
- community work (collecting rubbish, tidying up, cleaning common areas, etc.)
- possible exclusion from the college for the academic year following a disciplinary hearing.

1.7.1. Dormitory sanctions for specific violations of the Dormitory Regulations

- Use of street shoes in the dormitory: 1-day curfew.
- Staying in someone else's room after 22:00 without permission: 1-day curfew for the guest and all occupants of the room.
- Hair drying, showering, disturbing the peace after 22:00: 1-day curfew.
- Eating in the room after the loss of dining rights: a warning from the Group Leader + 1 week's curfew for all occupants of the room.
- Delay: 10-minutes grace period, as long as the delay is notified in time. 1-day curfew every 5 minutes thereafter.
 - 1. team leader warning (written team leader warning): 3 days curfew
 - 2. team leader warning (written team leader warning): 6 days curfew
 - 3. group leader warning (written group leader warning): 9 days curfew
- In the case of a suspension for a group leader warning, there is no possibility of rescheduling the suspension.
- Warning given by the head of the dormitory: 2 weeks' curfew.
 - 1. warning from the head of the institution: 3 weeks' curfew.
 - 2. warning from the head of the institution: disciplinary proceedings, which may include dismissal from the dormitory for the academic year + the possibility of not being allowed to apply for a place in the dormitory for the following academic year.
- The first sanctioning of smoking in the dormitory building and its immediate surroundings, and of any clear signs of smoking (e.g. cigarette ends, ashes, etc.), will result in a warning from the head of the dormitory. On the second occasion, a warning will be issued by the head of the institution; on the third occasion, disciplinary procedures will be initiated.
- The consumption of alcohol and mind-altering substances is prohibited in the dormitory building and its immediate surroundings. Their consumption and use, as well as the signs clearly indicating such use or consumption will result in a warning from the head of the dormitory. On the second occasion, a warning will be issued from the head of the institution; after the third time, disciplinary procedures will be initiated.
- Staying in the dormitory under the influence of alcohol and mind-altering drugs is prohibited. Otherwise, it will result for the first time a written warning from the team leader; on the second occasion, a warning will be issued from the head of the dormitory; on the third occasion, a warning will be issued from the head of the institution; on the fourth occasion, a disciplinary procedure will be initiated.
- Absence from compulsory tutoring and group activities: first 5 occasions: verbal warnings from the group leader and occasionally 2 or more days of curfew (1st time: 2 days; 2nd time: 4 days; 3rd time: 6 days; 4th time: 8 days; 5th time: 10 days, etc.); 6th occasion: written warning from the group leader; on the 7th occasion, written warning from a team leader; 8th occasion, written warning from a team leader.



1.8 Use of shared dormitory rooms

1.8.1. Rules for using the playroom

1. The playroom can be opened by the teacher on duty.
2. The student who is admitted by the teacher on duty is responsible for the tidiness and order of the room until he/she gives back the key to the teacher on duty.
3. Everyone who stays in the playroom is responsible financially too for the intended, gentle use of the toys, books, and other equipment in the playroom.
4. With the teacher's permission, dormitory students can take games into their rooms, but they must be brought back the next day.
5. After 21.30., the playroom can only be used with the new permission of the teacher on duty.
6. It is forbidden to bring and consume food and drink in the playroom!
7. The last person to leave the room must check whether the doors and windows are closed!

1.8.2. Rules for using the club room

1. The key to the club room - with the permission of the teacher on duty - can be picked up at the reception.
2. The users of the room are responsible for the tidiness and order of the room.
3. It is forbidden to bring food and drink into the room!
4. After 21.30., the room can only be used with the new permission of the teacher on duty.
5. Graduated students can use the television also after 21.30., after a previous discussion with the teacher on duty.

1.8.3. Rules for using the conditioning room

1. The key to the conditioning room can be picked up at the reception with the permission of the teacher on duty. **The key can only be issued to students over the age of 14.**
2. The student who picked up the key is responsible for the tidiness and order of the room as long as he/she does not return the key or hand it over to a fellow student with the knowledge of the teacher on duty.
3. Everyone who stays in the room is responsible also financially for the proper use and completeness of the conditioning equipment.
4. The room cannot be used during the silentium and after 21.30.



1.8.4. Rules for using the library and the computer room

1. The library key can be picked up at the reception with the permission of the teacher on duty
2. The student who picked up the key is responsible for the tidiness and order of the library as long as he/she does not return the key or hand it over to a fellow student with the knowledge of the teacher on duty.
3. Everyone who stays in the library is responsible financially for the proper use of the library and computer equipment.
4. Everyone must turn off the computers after exiting the used programs unless he/she immediately passes it over to a fellow student.
5. **Books can only be borrowed or taken away with the teacher's permission!**
6. All book borrowing must be entered in the renting booklet, which is located in the teacher's room.
7. It is forbidden to bring food and drink into the library!
8. Graduated students can use the television also after 21.30, after a previous discussion with the teacher on duty.
9. After 21.30., the room can only be used with the new permission of the teacher on duty.

1.8.5. Rules for using the lecture hall

1. The lecture hall is open every day from 7.00 to 21.00.
2. The student who stays inside is responsible for the tidiness and order of the room.
3. Everyone who stays in the hall is responsible also financially for the intended, gentle use of the equipment and furniture in the lecture hall.
4. It is forbidden to bring food into the hall and eat it there.
5. After 21.30., the room can only be used with the new permission of the teacher on duty.
6. In the case of a school or professional program, it is the responsibility of the teachers and masters to restore the room to its original state after use.

1.8.6. Rules for using the kitchen

1. The kitchen is opened at 6.00 by the receptionist.
2. The kitchen provides the conditions for a cultured meal for the residents and the employees, heating food, possibly cooking it, and making tea and coffee.
3. The dormitory only has a tea kitchen. In the tea kitchen, the rules for the warming kitchen applies. Only simple dishes that do not require preparation can be prepared locally. For example, cooking dry pasta, milk pudding, rice pudding, rice side dish (especially from quick rice), cooking sausages or even a pudding, milk cocoa made



from pasteurized milk, also tea, sandwiches, fried or cooked eggs from eggs that do not require preparation (industrially disinfected!) etc.

4. The tools in the kitchen (pots, plates, glasses, cutlery), as well as the technical items (microwave oven, coffee maker, kettle, toaster, stove), can be used by everyone, as intended. If any damage occurs to the kitchen equipment, it must be reported to the teachers immediately. The person who caused the damage must compensate for the damage.
5. Everyone in the kitchen must clean up after themselves and leave it clean. The stove must be taken care of, due to the sensitivity of its hob, adult help must be requested to clean the hob.
6. A lockable refrigerator compartment and cupboard are provided for each room in the kitchen and in the corridor. Students can store their food from home in these. Keeping them clean is the responsibility of the room's occupants.
7. Only packaged or boxed food with a name may be stored in the refrigerator or freezer. The student must immediately remove spoiled, mouldy food from the refrigerator or cupboard. If this is not done, such food can be thrown away by the teacher or nurse immediately.
8. Food left in the "COMMON" refrigerator in the kitchen can be considered common, edible food.
9. The kitchen is closed during the period of silentium, between 19.30 and 20.30.
10. The teacher on duty closes the kitchen on weekdays and Sundays at 21.30, and on Saturdays at 22.00. In exceptional circumstances, however, it can remain open with the permission of the teachers.
11. The kitchen is cleaned in the evening by the assigned kitchen staff between 21.30 and 21.50; after which the kitchen will be closed.

1.8.7. Rules for using the laundry room

1. The laundry room can be used between 7.30 and 21.30, except at the time of silentium. This can be deviated from with the permission of the teacher on duty.
2. Washing can be done with detergent and fabric softener issued by the receptionist for a token.
3. Everyone is financially responsible for the proper use of the laundry room.
4. Placing dryers in the corridors - especially in front of the fire protection cabinets - (or other devices that block or narrow the escape route) is strictly prohibited! Clothes can be dried on the terrace, in the rooms and the dryer.