

**SYSTEM POLICY**

**AND**

**HOUSE-RULES**

**VISIT DORMITORY**

**SPECIAL EDITION FOR THE STUDENTS OF BME**

# 1. Concepts

This „System policy and House Rules” contains the Visit Dormitory’s house rules.

The operating's fundamental aim is to help the tenant to learn, live and fulfil his community claims in the highest quality. The house rules apply to everyone staying at the hostel (as a tenant, guest, etc.).

- I. **Operator:** the **Visit Group Hungary Kft.**, address: 1114 Budapest XI. Vásárhelyi Pál street 2.
- II. **Building:** the building of Visit Dormitory (Visit 1), as a superstructure, which has 2 parts: hotel- the upper 3 floors (2., 3. and 4. floor), and study array – downer floors (ground floor. and first floor.), and on garage and cellar.
- III. **Hotel areas** contain buildings parts, which are evolved for the tenant’s and the guests’ using -, these areas can approach from the Vásárhelyi Pál street, the yard’s entry door, the staircase, and the elevators.
- IV. **Housing unit:** 1 standard bedroom, and 1 bathroom, which belongs to the room, but it is external. These units are suitable for 2-6 person’s placement.
- V. **Operating areas:** Areas used by the worker staff in the Building, listed the basic service activities to ensure the indispensable. The operating areas in the building are located particularly in the basement, the main floor, and in the designated spaces of the floors. These areas are not allowed to enter the tenants and guests.
- VI. **Tenant:** the student of the University, who has a rental contractual relationship with the operator who had been placed in the Visit dormitory.
- VII. **Worker:** a person who has a labour contract with the operator, and due to the Hungarian laws and job description, which are written in the labour contract is performing his work in the Visit dormitory, which is operated by the Visit Group Hungary Kft.
- VIII. **Mentor:** studies and works on BME too. A Mentor is a member of the International Mentor Team (IMT). This organization was founded to aid foreign students to settle in Budapest. Mentors help you through some of your mandatory administration steps and organize fun events too.

## 2. Communication with the Dormitory

The student can communicate with the dormitory via e-mail ([info@visitkollegium.hu](mailto:info@visitkollegium.hu) or [visithostel@gmail.com](mailto:visithostel@gmail.com)) or phone (+36-30/185-11-44).

## 3. Function Rules

### 3.1. Entering the building, opening hours

#### 3.1.1. Opening Hours

The dormitory operates non-stop. The reception is usually open from 9 AM until 6 PM but we reserve the right to change the opening hours. In this case, it is always communicated on the Facebook page of „Visit Kollégium” and several notes. Apart from the opening hours the tenants can use the gate next to the front door but only with intensified attention. **The students are not allowed to use the gate during the opening hours due to car traffic.**

#### 3.1.2. Hospitality Hours

The guests of the tenants may enter the building during the opening hours. If they wish to stay after closing, they must be registered as „night guests”. A tenant’s guest has the opportunity to sleep in the dormitory for a maximum of 5 times a month free of charge and the roommates have to approve that as well. The guest has to be registered at the reception and has to show an ID card. The guest must not disturb the tenants with his behaviour. **The tenant has financial and**

**legal responsibility for his guest's behaviour.** (such as disturbing others, damaging furniture, breaking any of the house rules).

### **3.2. Transport in the building**

#### **3.2.1. The rules of entry and exit**

Forming the system of entry and exit- concerning the Building- the operation and person- and safeguarding related safety obligations are the Operator's task.

The entry to the building happens with an electronic keycard.

**Entering the Building means, that the tenant and the guests are also required to give their ID card or passport to the receptionist if they ask for it.**

### **3.3. Entering the building and responsibilities**

#### **3.3.1. The rules of guest hospitality**

Guest is only allowed to enter the building with his/her host. The Operator has the right to refuse the guest's staying in the Building, if the guest is drunk or is under any drug's influence, or if he may disturb the tenants in any other way. If the guest does not want to leave the Building in this case, the Operator has the right to call the police.

The outsider workers who are related to the Operator may enter the Building as clients.

Dangerous equipment can not be taken into the Building, this applies to furniture too. If the tenant breaks this rule, it can entail cancelling the rental contract, and the tenant needs to move out from the dormitory immediately.

#### **3.3.2. The closing of housing units, official- and community places', the safety of room key and keycard**

The front doors of the areas have an electronic entry system and they open only with the key card. The janitorial service has keys and keycards to every area. The occasional checks of all areas happen under strict control. In extreme urgency, threatening, or situations that just can not be avoided, the workers of the Dormitory are allowed to go into the tenant's room without pre-warning. Otherwise, the Operator and the Mentors have the right to enter the tenant's room for a check it, without any offence for his private sector.

The room must not be locked up with other locks. If the tenant still wants to install other locks, he/she can ask for the Operator's permission. **Closing the door and leaving the key in the door lock is strictly forbidden due to safety standards, fire safety, and health issues!**

Every tenant gets 1 room key and 1 keycard –as it's written in the room report- when they move into the dormitory. The tenant's keycard is only working with the reception's door and the main door, where her/his room is located. The replacement of the lost or damaged room key and keycard is happening at the reception and it costs 5.000 HUF. The replacement of only one of the entry devices costs 3.000 HUF. When the tenant is moving out of the dormitory, he/she has to check out, which includes landing room key and keycard back to the Operator.

#### **3.3.3. Other safety obligations**

The tenants are required to prevent the occurrence of incidents or emergency and co-operate in helping.

The tenants are strictly forbidden to prevent the Operator's measure of the tenant's safety. If they are not in danger, the tenant needs to help other tenants.

**Every tenant has equal responsibility for the dormitory's furniture, kitchen equipment, washing equipment and need to comply with the machine's instructions.**

The operator has the right to cancel those tenant's contract who causes big damage or threatened other tenants or violate this House Rules in any other way.

Tenants must report any technical problem or damage in opening hours to the workers of the Dormitory (receptionist or janitor) in person at the reception and in e-mail, they have the responsibility to take care of the problem. Tenants have to report the fire- and accident cases immediately with the exact place where the danger is and with a short discussion of the situation.

Apart from the opening hours, the tenants can report the issue to the Security Worker or the appropriate offices (police, ambulance, fire department).

Students and their guests are required to follow the rules of living together and the safety rules and to help each other if some other tenant is in danger or become a victim.

Bringing animals into the building is strictly prohibited.

#### 3.3.4. *Fire safety*

Smoking, using shisha or electronic cigarettes are strictly forbidden inside the building. Tenants can not take or store flammable materials, can not do or allowed to their guests' activities that increase the risk of fire. Tenants can not break the fire safety rules. The restriction detailed rules are written in the Firesafety instructions.

Tenants who stay in the Building need to assure the free transport at the places where they live and what they use daily. Leaving your belongings (e.g. trash, drying rack, furniture) on the corridors is strictly forbidden, anything left there can be removed by the hostel workers.

The fire alarms and fire extinguishers can not be barricaded and can not be used unreasonably.

Everybody must require the rules written in the Fire safety instructions and the Fire safety plans. These instructions have been described to the tenant by the Operator.

The Operator reserves the right to empty the Building to practice the „fire safety practising". When the fire alarm starts, everyone has to leave the building immediately.

**The usage of open flames and smoking are strictly prohibited in the whole building!  
Smoking is only allowed in the designated areas. Violating this rule is a serious disciplinary offence and may entail a fine of 50.000 HUF and dismissal from the Dormitory!**

**Starting the fire alarm unreasonably is strictly prohibited! Violating the rule is a serious disciplinary offence and may entail a fine of 100.000 HUF and dismissal from the Dormitory!**

#### 3.3.5. *The delivery rules of assets*

The workers of the Dormitory have the right to check the bigger than ordinary-sized items of baggage. Everybody must show their luggage -and what it contains- if the security man or the receptionist asks for it. The checking happens in the presence of the person who enters the building, civilized, in the principle of „best practice". The tenant has the right to give her/his pieces of luggage, baggage to check if the Operator or his workers write a report of it. The security man or the worker of the Dormitory may stop the delivery if it is dangerous in any way.

The tenants may bring their electronic assets into the dormitory (computer, TV) if their electricity doesn't beyond the other machines (like an air conditioner, washing machines, Refridgerator, etc...) The tenants always have to ask the Operator's permission.

**The tenant can not transport the Operator's and the Dormitory's assets and belongings from the Building or within the building (for example furniture in the common areas can not be moved to the rooms)!**

**Bringing dangerous goods, weapons and equipment inside the dormitory is strictly forbidden.**

**Due to fire safety reasons, any electrical kitchen types of equipment are only allowed to use in the kitchen. (toaster, rice cooker, hotplate, etc...)**

## 4. Use of the building

### 4.1. Using of the housing units

#### 4.1.1. *The policy of moving in*

When moving in, the tenant accepts the house rules of Visit Hostel, and the behaviour codex of BME and acknowledge to follow them. The tenant has full legal and financial responsibility for her/his actions and her/his guest's actions.

When moving in, also every tenant gets their own room key and keycard which is necessary to enter the Building.

Only those can resident in the dormitory, who has official permission and active student status at BME. If the tenant's status terminates (passive, graduated, absolved) he/she has to leave the dormitory within maximum 7 working days.

The tenant has to fill the registration papers. The room report is an official document and printed in 2 copies. One belongs to the tenant, and one to the Reception. The tenant must keep his copy of every official paper from the Dormitory. If there is any incompleteness in the room, the worker of the Dormitory needs to record it to the room report. When the tenant is moving out, he/she need to give back every belonging in the original condition.

In the duration of moving in the tenants and their helpers can move in the Building freely, but they need to observe the safety rules.

The operator must secure a sufficient number of workers during the duration of moving in the tenants.

#### 4.1.2. The using of housing units

One standard house unit means one room and one external bathroom that belongs to the room.

##### **The tenants must observe human coexistence.**

Living here's first aim is to study, every other activity (listening to music, etc.) can be done if it doesn't make a big noise and doesn't bother the other tenants. If any tenant violates this rule, the Operator has the right for the dismissal from the Dormitory.

The Operator is responsible for the maintenance of the Dormitory. Every tenant is responsible for the pieces of furniture and equipment placed in the rooms and the whole area of the Building. If they are violating this rule, Operator has the right for monetary compensation from the Tenant.

Using the windows need special care because it has tilt-system, Tenant must pay special attention when he/she change between the two statuses.

Any defects or deficiencies resulting from improper use must be reimbursed by the Tenant. The assessment of these deficiencies (with the possible responsible indication) and correction is carried out by the Operator, whose reimbursement is paid by the Tenant.

The internet service is provided by Telekom Zrt. The Tenant is obliged to note that this is a very convenient service. For more powerful games, series, downloading and watching online movies is inappropriate! If you violate this policy, you will restrict your partner's Internet service. The current Internet service is only intended to help students learn.

The tenant cannot interfere (installing additional devices, ethernet cable, changing setup) into the existing internet setup.

The cleaning of residential units must be solved by Tenants living there. The Operator and the Mentors will regularly check the order and cleanliness for which he is entitled even if the occupants of the room are not present. In case of standard rooms, the cleaning of the bathrooms must be solved by the Operator once in every two weeks.

If the check does not consider the cleanliness of the room, the Operator invites students in the room to carry out the cleaning within one day. If this is not the case, the Operator is entitled to enforce compulsory expenses, at the expense of the students who live in the room, the rate of which depends on the area of the room. In case of a series of problems, the Operator is entitled to not extend the lease or ultimately have the right to terminate the contract in force.

The Operator provides common cleaning equipment to rent for the students to clean their rooms at the reception desk. The tenant is required to give his/her ID card for the duration of the usage of the cleaning pieces of equipment. After the cleaning, they must return it to the receptionist.

Usually, this works difficultly in practice, so it is best to provide them individually in their residential units.

The tenant must not bring any device that disturbs or makes others rest.

Decoration of the walls and furniture of the rooms is allowed only as follows:

Placement of images and posters on the wall, glass, wardrobe doors, shelves or other laminate surfaces (including the door of the living room from the inside) can only be done with Pritt Fix. If, however, the wax agent causes damage or aesthetic damage to the surface, it will restore it at the expense of the Tenant.

Any decorating arrangement (painting, mural, hole positioning, etc.) that changes the room's original condition is strictly forbidden. The restorer will be repaired by the Operator at the expense of the Resident.

Any fault in the rooms can only be corrected by the Operator. All other student intervention at the Operator's initiative, you may be subject to damages if the intervention causes damage or causes a direct emergency.

**The Operator does not take any responsibility for any personal belonging or assets of the tenant.** It is solely responsible for the personal belongings that the Tenant gives directly at the reception.

You can store your personal kitchen equipment in your room, but using them inside the room is strictly forbidden (for example rice cooker, electric stoves)

#### 4.1.3. The policy of moving out

Moving out from the hostel does not mean ending your undertaken obligations towards the university. If you want to change from dormitory placement to housing allowance, you need official permission from BME, for which you have to contact the mentor team.

During the academic year, the tenant can move out based on a noticing the hostel at least one day before departure, on working hours, at the reception opening hours or on a telephone call.

Moving out takes place in the same way as moving in.

When the Tenant moves out, the receptionist checks the room's condition, technical condition, the existence and purity of the units on the basis of the Status Sheet modified during the move and possibly during the stay. If the Status Sheet lists any detected errors that the Operator is required to perform to correct. The cost of repairs is borne by the Tenant as specified in the Operations Manual and the Policy. If the Residents of the room do not move in the same time, the student still living in the apartment must be able to prove by signing the Status Sheet that he will be responsible for any damages resulting from improper use at the final delivery of the room.

#### 4.1.4 Forced eviction

The tenant will receive an email notification if his/her right to the accommodation expires. Within 7 days after this notification, the tenant must leave the dormitory in accordance with the provisions of the preceding paragraph of the House-Rules.

If the moving out does not take place by the specified date, the tenant will receive a second official notification and the university is obliged to order a forced eviction, which will be carried out by the dormitory management using a security service, the cost of which will be charged on the tenant and the amount may be accounted through the Neptun system.

## 4.2. Usage of common areas

The Operator is responsible for the maintenance and cleaning of the common premises of the building. Common areas are to be used by everyone for their intended purpose so that their activities do not harm others' rights. It is forbidden and unsafe to place any object on the corridors or stairways, which prevents free movement.

The rules for decorating the walls and furniture of the community rooms are the same as those for decorating the rooms and furniture, except that the prior consent of the Operator is required to decorate the common areas.

Any mistake in community premises may only be repaired by the Operator. In case of any other student intervention, the Operator may initiate damages.

In the dormitory area, there are two common spaces on both levels, which the Residents can freely use, but of course, are also covered by the policy in this area. The operation, maintenance and cleaning of these areas is the responsibility of the Operator. The Residents, on the other hand, are obliged to take care of order and purity.

The furnishing of common spaces serves as a living room, like a lounge area. From here, furniture should not be taken into rooms or moved arbitrarily.

#### **4.3. Usage of kitchens and bathrooms**

At least one kitchen is placed on every floor. The kitchens are equipped with free tools. Each kitchen has a shared electric hob, extractor fan, fridge, tables, chairs and a sink.

Cooking in the kitchen must be supervised continuously, it is forbidden to switch on and leave alone the hob and the extractor must always be turned on! Please look after that the water does not enter the cooktop because of the short circuit. If something can be burned, it is advisable to remove the smoke and the steam with a higher degree of use of the extractor. The airing is not recommended in the direction of the corridor and rooms because the fire alarm sirens will start there. Care should be taken on microwave devices to avoid excessive steam from them because it triggers the alarm. In the kitchen, we recommend the regular use of cold grease and abrasives for continuous preservation.

**The tenant must always wash their dishes and leave the kitchen tidy after him/herself which includes cleaning the stove and working areas too as it is not the duty of the cleaning staff!**

The utensils, plates, cutlery, etc. in the kitchen are not strictly forbidden to enter your room! Due to the difficulty of practising this regulation, it is advisable for Residents to purchase their own kitchen utensils and store them in their room.

The bathrooms are equipped with washbasin, toilet and shower stall. Everyone is obliged to leave a clean bath, please use regularly anti-scaling and anti-stick agents.

#### **4.4. Usage of elevators**

The staircase has 2 built-in elevators to provide students with convenient access to the building.

Elevators should be used by everyone at their own risk, in accordance with the posted instructions, taking into account the fire and accident prevention regulations.

#### **4.5. For smokers**

Smoking is forbidden in the whole building!

**All the rooms in the building (also the living rooms!) are equipped with a smoke detector.**

The sensor alarms on smoke, and in the event of an alarm the fire department is coming immediately. The cost of the exemption must be paid by the Tenant who has been subjected to the alert in his area of residence. It is forbidden to cover or block the detectors. This act is a serious disciplinary offence, which involves the immediate removal of the offender and the termination of his lease.

#### **4.6. Laundry facilities**

Every floor has its own washing machine. On the upper level, a laundry room was built with washer and dryer. They can be used according to the posted description, following its points carefully. Do not open the machine before it finishes, do not overload! In the event of a malfunction, the Operator must be notified by email and in person at the reception.

### **5. Financial responsibility**

#### **5.1. Financial responsibility of Tenants**



The student's financial responsibility extends to the room assigned to him, to the community rooms and the invited guest of her/him as well.

Compensation for damage is always the same as the new purchase value of the damaged asset.

## 6. Information opportunities

There are several information areas in the building designed to inform visitors to the building, helping the dormitory.

## 7. Services in building

### 7.1. Cleaning

Cleaning of public areas and bathrooms is the responsibility of the Operator. The cleaning of the living units is the responsibility of the Residents. To clean rooms, the tenant can rent cleaning pieces of equipment for a short time at the reception. They must be returned immediately after use. No fee needed, just registration and an ID card.

Garbage bags in housing units must be regularly carried out by the Residents in containers close to the entrance gate. Garbage bags and containers on corridors can not be kept not even temporarily.

### 7.2. Insect and rodent disinfection

The Operator has to do the differentiated intensity of insect and rodent destruction based on the environmental conditions of the building and the nature of the activities in the building. The materials and devices used are in accordance with the specifications. Pest disposal is carried out by traps and scattered or gale-like chemical processes, carried out as required by the Operator. In the event of perceiving insects, the Operator must be notified by email and in person at the reception.

### 7.3. Waste management

The waste management of the building is implemented in a unified system, taking into account the relevant environmental regulations by the Operator. Accordingly, waste registration obligations are also the responsibility of the Operator.

### 7.4. Maintenance, repair, maintenance of buildings

The maintenance of the building and the proper use of the building is the responsibility of the Operator.

#### 7.4.1. Maintenance of fire protection devices

The maintenance of the fire control system of the building (smoke detector, smoke control system, air supply), with the involvement of an operating professional company, is the Operators task. These tasks include the maintenance and refurbishment of fire extinguishers, fire escape doors, escape light bulbs according to the average wear and replacement rate of this type of equipment.

#### 7.4.2. Maintenance of special technologies

Under the Lease and Service Contract, the Operator is responsible for ensuring the intended use of telecommunications and IT systems and their equipment.

### 7.5. Guarding

The IT department is provided on the outer facade of the building and in the building, with 28 security cameras, for continuous visual representation and recording of the monitor and fixing unit in the executive director office. (not the reception!) These cameras are placed for the tenant's safety only. **The Operator is not obligated to look back the recordings for some issue (stealing from the fridge, kitchen).** The Operator is obligated to ask the executive office's

permission to look back the recordings if someone gets hurt, some illegal activities happened, or something dangerous or accident happened.

#### **7.6. Decoration of building**

The Operator is responsible for fulfilling the decorative obligations imposed on public buildings.

### **8. Conclusion**

Breaking any of the above-mentioned rules entail consequences in the form of dismissal, fine or penalty points, which are detailed in the 2. appendix.

In the event that the Penalty Points Report is not accepted and signed by the tenant, Section 4.1.4. (Forced eviction) will take effect from the System Policy and House-Rules.

## PENALTY POINT SYSTEM

Cause of Penalty Points		Comments	Penalty Points
Serious violation of the Fire Protection Standards			
1.1	Starting a fire	Whether it was a deliberate act or not, this entails a disciplinary procedure.	disciplinary procedure
1.2	Deliberately raising a false fire alarm		a fine of HUF 100,000 7–10
1.3	Covering smoke alarms and fire alarms		7–10
1.4	Unjustified usage or vandalism of manual fire alarms	In the case of vandalism, the fine corresponds with the costs of repairing/replacing the alarm.	a fine of HUF 100,000 10
1.5	Bringing potentially flammable or explosive tools or devices to the dormitory—or the areas outside the building, belonging to the dormitory—or storing them there without permission	E.g. pyrotechnic devices, gas cylinders, etc.	disciplinary procedure

1.6	Doing work or reparations, which require permission and might pose a fire hazard, without permission		disciplinary procedure
1.7	Refusing cooperation during evacuation drills	E.g. refusing to leave the building, not following orders, etc.	5
1.8	Emptying or damaging portable fire extinguishers	Including the removal of security pins and seals	fine (replacement costs) 6
1.9	Using or damaging wall fire hydrants or any of their parts		fine (replacement costs) 6

Violation of the Fire Protection Standards			
1.12	Raising a false fire alarm	E.g. causing smoke in a room equipped with a smoke detector	5
1.13	Taking off, damaging, or covering the signs showing fire escape routes		4
1.14	Damaging any other fire protection tools or devices	Damaging hose reel cabinets, damaging or wedging fire doors, etc.	fine (replacement costs) 4-6
1.15	Smoking is prohibited areas		a fine of HUF 50,000

			8
1.16	Using kitchen appliances outside the kitchen	As stated in the House Rules	4–6
1.17	Using tools or devices that are not in accordance with fire protection or contact safety guidelines		5
1.18	Narrowing escape routes	Escape routes cannot be used over their full width for a prolonged time	3–6
1.19	Failure to attend the obligatory training course on fire protection		5
1.20	Ignoring the fire alarm	Failure to take the necessary steps upon noticing the fire alarm	5

Violation of public health rules			
2.1	Bringing pets to the dormitory illegally or keeping them there illegally		2–5
2.2	Failure to report insects (especially bed bugs) or pests		4
2.3	Failure to clean, despite having received a written notice	24 hours after at least one of the roommates has received a written notice	costs of the forced clean-out 4
2.4	Regular complaints against the cleanliness of the room	Regular call-outs to clean the room have to be made during the announced general cleanliness controls	6

2.5	Inappropriate storage of food, inappropriate management of leftovers and rotten food	The rule has to be followed both in the rooms and in the kitchen. It applies to rotten food kept in the fridge and outside of it as well.	2–5
2.6	Failure to keep the kitchens and dining areas clean	Failure to clean up after cooking or eating, when the amount of dirt and grime exceeds the average, etc.	1–2
Violation of the general rules of cohabitation			
3.1	Violating the noise ordinance	Complete silence is always required between 22:00 and 07:00!  Disturbing the peace of others intentionally, regardless of the time of day	1–4
3.2	Impolite behaviour (not worthy of a university student)	Not striking the right tone with the doormen, the cleaning staff, the caretaker, the mentors, or fellow students, etc.	2–5
3.3	Refusing room controls or ID-checks		5
3.4	Causing disorder and leave rubbish in the common rooms	If the offender cannot be identified, it is the person responsible for the room who gets penalty points.	4
3.5	Violating parking and bicycle parking rules		4
3.6	Changing the lock or duplicating the key without permission		8

3.7	Transforming or remodelling a room without permission		fine (restoration costs) 4
3.8	Bringing tools or devices, which require permission, illegally to the Dormitory	This applies to any other tools or devices which require permission, and which do not violate the Fire Protection Standards	4–6
3.9	Engaging in economic or commercial activities—which require permission—without permission (selling things, gambling, etc.)	It is not required to obtain permission to sell one's notes, textbooks, personal belongings, chattels (e.g. used TV, computer, etc.), and so forth.	10
3.10	Violating poster placing rules		3
3.11	Incorrect usage of any of the Dormitory's appliances or furniture	Unnecessary expropriation of or restriction on commonly used appliances or furniture (chairs, tables, baking tins, microwaves, etc.) (I.e. appliances or furniture are not in the room they belong in, or taking them into one's own room.)	2–4
3.12	Failure to report damage	In cases which require restoration or replacement	2
3.14	Incorrect usage of the community room		3
Violation of the rules of moving in and out			
4.1	Moving without permission		6

4.3	Providing false information during the dormitory admission procedure, deceiving the mentors or the Dormitory		10
Disciplinary offences regarding entering the building			
5.1	Transferring the key or the magnetic card to others		6
5.2	Failure to register overnight guests	Night: between 24:00 and 06:00	6
5.3	Exceeding the number of overnight stays without paying for them	Exceeding the number of overnight stays without paying for them	8
5.4	Having guests in the room without the consent of the roommates, causing complaints	Having guests in the room without the consent of the roommates, causing complaints	4
5.5	Occupying someone else's bed or an empty bed (not only by guests)	Occupying someone else's bed or an empty bed (not only by guests)	4
5.6	Circumvention of the access control system	E.g. by letting others come in through the magnetic gate	4
Vandalism, causing damage			
6.1	Caused deliberately or by negligence	E.g. decorating or sticking decoration on windows with heat or sun protection foil is considered as vandalism, even if there is no visible damage on the foil	fine (restoration costs) 4



6.2	Littering	E.g. leaving a garbage bag in the corridor or the kitchen	3
Main disciplinary offences regarding internet usage in the dormitory			
8.1	Connecting to the network or intervening in it with forbidden devices (additional routers, signal boosters, cable access)		8
8.2	Using the network at the expense of others (blocking or disabling others, removing the cable or wire)		8
8.3	Using Torrent sites (up-and downloading data)		3

In case the disciplinary offence cannot be traced back to the offender, all of the roommates receive punishment.

