

Rules of Organisation and Operation

Madzsar József Dormitory

UNIVERSITY OF SZEGED

2019

Effective from:

October 1, 2019

The regulations extend to:

SZTE Madzsar József Dormitory (Bal fasor 39-45., Szeged)

I. Tasks of the Dormitory

It is the fundamental task of the Dormitory to enable the pursuit of higher education primarily for those students at the University of Szeged who come from unfavourable social backgrounds and students who live far from the seat of the institution.

The Dormitory is involved in preparing students for a career in intellectual fields. It provides the conditions for uninterrupted learning and offers students opportunities for self-education, physical exercise, and leisure.

By promoting the principle of self-government, it teaches democracy and prepares people to exercise their vocation and to play a role in public life. In-dorm self-help groups may operate in the dormitories, their setup and operation defined by their own rules of operation.

II. Organisational structure of the Dormitory:

The dormitories are managed by the **director** of the dormitories.

The main self-governing body of the Dormitory is the Dormitory Assembly

The Dormitory Committee is the self-governing and executive body of the Dormitory self-government in the period between two Assemblies.

II/1. Management of the Dormitory, performance of operational tasks:

The Director of the Dormitory:

The dormitories are managed by the Dormitory Director. The Director is responsible for the management of the Dormitory, the supervision of professional and pedagogical tasks, and the organisation of the resources needed to ensure the operation of the Dormitory.

The director is the direct workplace manager of the Dormitory staff.

The Dormitory Teacher:

The Dormitory Teacher is responsible for the pedagogical tasks related to the operation of the Dormitory. They are directly supervised by the Director of the Dormitory. They prepare the Dormitory House Rules. Their main task is to enforce and monitor the house rules. They prepare the admission procedure to the Dormitory. They deal with student matters and receive students in designated office hours regularly. They contribute to the organisation of the cultural life of the Dormitory.

The Dormitory Caretaker:

The caretaker is responsible for the management, finance, and procurement of the building. Directly supervises the maintenance staff, porters, and cleaners.

The Dormitory may also use external contractors to carry out certain tasks related to its operation (e.g., maintenance, gardening, cleaning).

II/2. The Dormitory's governing bodies:

The supreme body of the Dormitory's self-government is the Dormitory Assembly. The Dormitory committee is responsible for the self-governance of the Dormitory between Dormitory Assemblies.

1. The Dormitory assembly

- a. The main governing body of the Dormitory is the Dormitory Assembly. The voting members of the Assembly are the students. The Director of the Dormitories, the Dormitory Teacher and the Caretaker shall be invited to the assembly.
- b. It is the exclusive right of the Assembly:
 - to establish the Dormitory's Rules of Operation and the Dormitory's House Rules, based on the University's Dormitory regulations;
 - to elect, hold accountable and recall the Secretary, Deputy Secretary, and members of the Dormitory Committee.
- c. It is the right of the Assembly:
 - To express its opinion on any matter relating to the life of the Dormitory.
- d. The powers of the Assembly shall extend to the members of the Dormitory and the Dormitory Committee.
- e. Convening the Assembly: The Assembly is convened by the Dormitory Committee or the Dormitory Director or the Dormitory teacher by means of a notice at least eight calendar days before the date of the meeting. The Assembly must be convened at the beginning of each semester. An Extraordinary Assembly shall be convened within 15 calendar days if at least 25% of the Dormitory members or 3 members of the Dormitory Committee (henceforth: DC) request it in writing, stating the reason for the convocation and the agenda to be discussed. The Assembly shall be quorate if at least 50% of all Dormitory members are present. If there is no quorum, a new Assembly shall be convened within five working days with the original agenda, which shall constitute a quorum regardless of the number of members present.
- f. The Assembly shall take its decisions by a simple majority of those present. The election of the Secretary, the Deputy Secretary and the members of the DC shall be decided by secret ballot. Logs shall be taken of the Assembly, indicating the date, the main comments, the decisions taken, and the number of votes cast. The meeting shall be chaired by the chairman, who shall be appointed by the DC together with the log-taker. The logs shall be certified by the chairman and two members of the Dormitory delegated by the assembly. The mandate of the chairperson, the log-taker and the verifiers shall extend to any assembly resumed because of a lack of quorum.
- g. Election of the Floor Manager: The Floor Manager is elected by the floor assembly according to the above procedure, which is carried out by the elected Secretary or Deputy of the DC.

2. The Dormitory Committee's powers and responsibilities

- a. The Dormitory Committee is the governing and executive body of the Dormitory's self-government between two Assemblies.
- b. The powers of the DC:
 - decides on the admission issues of applicants to the Dormitory;
 - evaluates the applications received for support from the equal opportunities social framework, establishes the ranking of the students proposed for support and proposes the amount of support to be granted to each student;
 - may initiate the exclusion of a member of the Dormitory Committee or the withdrawal of the fee reduction to which the member of the Dormitory Committee is entitled;
 - exercise the right of consent in relation to the change of use, termination and general use of the Dormitory premises, with the exception of the use of guest rooms;
 - delegate representatives to other organisations; the Dormitory Committee shall be represented by the Secretary and the Deputy Secretary;
 - may propose the use of funds available for Dormitory purposes;

- may make proposals on procurement, development and renovation issues;
 - take a stand in, initiate and express opinions on the upgrading of the Dormitory, on the proposal of the Dormitory fees, and on any other matter related to the life of the Dormitory which is not in the exclusive power of the Assembly;
 - after a preliminary hearing of the persons concerned, it may initiate disciplinary proceedings against the student (in accordance with the university's rules on disciplinary responsibility of students) or against the staff of the Dormitory.
 - approve the Dormitory's annual work plan.
- c.** The DC may make a separate decision on the Community points to be awarded in the Dormitory admission procedure,
- d.** The DC plans, organises and directs the community work, cultural and sports activities of the Dormitory. It shall ensure liaison with the other dormitories. It contributes to the observance of the rules of the Dormitory's Rules of Procedure and the Dormitory's House Rules. The DC must report on its activities to the Assembly.
- e.** The members of the DC are the Secretary elected by the Dormitory Assembly, the Deputy Secretary and 5 members elected by the floor meetings.
- f.** Permanent guests at its meetings:
- Director of the Dormitory
 - the alternate members of the DC, with voting rights in the absence of a member of the DC,
 - the Dormitory Teacher,
 - the Caretaker and
 - representatives of the voluntary groups.

3. Election of the Dormitory Committee

- a.** The Dormitory Committee is elected by the Dormitory Assembly at the February Assembly each year. The term of office for the Secretary, Deputy Secretary and members of the Dormitory Committee shall last until the February Assembly of the year following the year of election. If the Assembly does not elect a new Secretary and Deputy Secretary, they shall continue to serve as acting Secretary until the election of those. Unless the Dormitory Committee does not have at least four members, in which case the functions of the Dormitory Committee will be taken over by the Faculty Student Council until the next valid Dormitory Committee election.
- b.** The election procedure starts with the publication of the call for applications. The call for applications shall be published by the Director of the Dormitory at least 4 weeks before the Assembly. Any member of the Dormitory who is not in their final semester and does not have an outstanding debt to the Dormitory may apply. The list of candidates will be published at least 8 days before the Assembly. Applicants may hold meetings to collect votes and must present their programme to the electorate.
- c.** If there are no candidates for the post of Secretary, Deputy Secretary or Floor Manager, the Director of the Dormitory shall ask a student to perform these duties. If the student declines the request and the Dormitory Committee does not have at least four members, the functions of the Dormitory Committee shall be taken over by the Faculty Student Council until the next valid Dormitory Committee election.
- d.** The election shall take place at the Dormitory Assembly. Voting in personal matters shall be by secret ballot, in the manner decided by the Assembly. The votes shall be aggregated by a three-member ballot counting committee appointed by the DC. The two candidates who receive the highest number of votes in the Dormitory Committee shall be alternates to the Dormitory Committee. If, by decision of the Assembly, the level representatives are automatically members of the DC, they shall be elected by the level meetings using the

above rules.

- e. If the Secretary or Deputy Secretary of the DC resigns during the school year, the DC shall decide on their replacement.

4. Operating rules of the Dormitory Committee

a. Meetings of the Dormitory Committee: The Dormitory Committee exercises its powers primarily at meetings convened by the Secretary. Meetings of the DC shall be convened at least three times a semester and at the request of two DC members or the Dormitory Director or the teacher educator. The agenda of the meeting is presented by the Secretary of the DC. The time, place and planned agenda of the meetings shall be announced to the students by means of a notice.

b. Rules of the DC meetings: the DC meetings are open to all students. A closed meeting shall be called for personnel matters. In a closed session, the alternate members of the DC and the Dormitory principal and the teacher of education may attend. A quorum shall be constituted if at least 50% of the members, including the alternates, are present. The alternate members of the Committee shall have full powers to replace the absent member at Committee meetings. Decisions of the DC require the affirmative vote of at least 50% of the voting members present.

In the event of a tie, the vote shall be cast by the Secretary or, in their absence, by the Deputy Secretary. Logs shall be taken of the meetings. Its decisions shall be submitted to the Dormitory public and sent to the Director of the Dormitory.

c. Membership of the DC shall cease before the expiry of the term of office if the member:

- ceases to be a member of the Dormitory,
- has been subject to disciplinary sanction,
- resigned their membership in writing,
- the Dormitory Committee has decided that the member has seriously violated the Dormitory's House Rules or has failed to perform their duties in the Dormitory Committee.

d. On the initiative of the Secretary of the DC, the DC may exclude from its membership a member who has not attended two consecutive DC meetings without justification, and if he/she engages in conduct that jeopardises the implementation of the decisions of the DC.

e. If a person ceases to be a member of the DC, the first alternate member (in the order of your votes) becomes a permanent member. The DC will then appoint a new alternate member from the list drawn up by the Assembly vote. If the DC member is the level representative, this point does not apply to them.

5. Secretary, Deputy Secretary, and members of the Dormitory Committee

a. The work of the Dormitory Committee is documented by the Secretary based on the Dormitory's annual work plan, who chairs its meetings and organises the social life of the Dormitory. It represents the Dormitory's local government. Maintains a working relationship with the Dormitory tutor.

b. You may initiate disciplinary proceedings against any student.

c. If the Secretary is prevented from attending to their duties, they shall be replaced by the Deputy Secretary, whose main task shall be to assist the Secretary in their work and to ensure the administration of the DC. The Deputy Secretary shall inform the students of the decisions of the CoC. They are in constant contact with the secretary of the DC and the Dormitory teacher.

d. The members of the Dormitory Committee contribute to the organisation of the life of the Dormitory. They are obliged to participate in the meetings of the DC and to implement the

decisions taken there.

III. Rules on accommodation and payment of fees

III/1. Rules for admission and moving into the Dormitory:

The admission to the Dormitory is based on the University of Szeged's Regulations on the Scoring System, Procedure and Organisation of Dormitory Applications.

Admission is carried out by the Dormitory Committee based on the points system laid down in these Regulations.

In the assessment of applications for admission, the applications of applicants who are continuing or starting their studies at the Faculty of Health Sciences and Social Studies will be evaluated first. If, after these applications have been assessed, there are still places available, applications from students studying at other faculties of the University of Szeged will also be considered.

The Dormitory Committee has the right to refuse admission if the student does not fulfil the obligation to submit a request for a replacement within the deadline, or to submit a repeated application for a replacement if the student does not fulfil the requirements listed in the Dormitory's organisational and operational rules and the house rules, does not conform to the values of the community, behaves in an antisocial manner, causes significant damage to the interests of fellow students or staff of the Dormitory, or if he/she has been excluded from the Dormitory by a final and binding disciplinary decision, or if he/she has not paid the Dormitory fees.

Admission to the Dormitory is for one academic year, from the day before the start of the academic year until the last day of the examination period. During the summer or for guests, the Dormitory may be used with the permission of the Dormitory director.

The Dormitory status is only established based on admission if the student is enrolled for the next semester of the higher education institution. The termination of the active student status also terminates the student's Dormitory membership. A student who has been admitted to a dormitory room may not give up their dormitory room in favour of another student.

The Dormitory status is established when the enrolled student has been admitted to the Dormitory and has handed in the signed "Admission Information Form" to the Dormitory. The student must move into the Dormitory for the period specified in the agreement.

Before moving in, the student must pay a deposit (security deposit) in the manner laid down in the house rules, the amount of which is 1.5 times the current Dormitory fee, rounded up to hundredths of the current Dormitory fee.

The student may exercise their rights based on their membership in the Dormitory from the day of moving in, as determined by the Dormitory, and may not resign from their membership for the benefit of another person or for the last two months of the academic year.

The student's Dormitory status shall be terminated upon the decision of the SZTE Student Disciplinary Board becoming final.

Similarly, the student's Dormitory status shall be terminated on the last day of the month following the month of notification if the student has accumulated -10 points in the "Points System for the Community Life of Students in the Dormitory", adopted by the Dormitory Assembly, and this has been determined by the Dormitory Committee and communicated to the student in writing by the Dormitory Teacher.

The student's membership will also be terminated after 8 days from the date of the prior written notice, if the student has not paid the Dormitory fee or other debts within 15 calendar days of

the given deadline, for the second time, or in case of any arrears of payment exceeding 30 calendar days.

The Dormitory Teacher decides on the filling of vacancies during the year.

III/2. Rules for paying the Dormitory fees

The students admitted to the Dormitory are obliged to pay the fees for the Dormitory accommodation in accordance with the legislation and the regulations of the Senate of the University of Szeged on the fees and reimbursements to be paid by the students of the University of Szeged and on certain subsidies that may be granted to them.

The fee must be paid by the 15th of each month, except for September, when the deadline is October 15.

The Secretary of the Dormitory Committees shall be entitled to a discount of 80%, the Deputy Secretary to 50% and the members of the Dormitory Committees to 20% of the basic Dormitory fees. A member of the Dormitory Committee who is absent without justification from the Dormitory Committee meeting at which they are to be considered for membership shall not be entitled to the discount for that semester.

The Director of the Dormitory is entitled to withdraw the discount on the basis of a decision of the DC or on the recommendation of the Dormitory Teacher.

IV. Rules for living together in the Dormitory:

The detailed rules for living together in the Dormitory are set out in the Dormitory House Rules, which are Annex 1 to these Dormitory Rules.

The House Rules are adopted by the Dormitory Assembly on the proposal of the Dormitory Teacher.

Szeged, September 2019