

Good to know about the Dormitories

Administrative information for international students



ARRIVAL INFORMATION

1. Upon your arrival please go to check-in at the K1 building's reception.
2. At the reception you will have to pick up your room key and temporary pass.
3. Please read the attached leaflet carefully for further instructions.
4. The temporary pass will be paper based which you will have to carry with you at all times when entering and leaving the dormitory building.

AFTER ARRIVAL - MAIN STEPS

1. After arrival all students must make a **university card** which will be later used to enter and leave the dormitories. (see more information as follows next page)
2. Once you have your university card you will have to **sign your dormitory contract** which will activate the card.
3. The university card will only fully function after you **register your fingerprint** to the card.

UNIVERSITY CARD

1. The **first university card is 1.500 HUF**. All students must pay for their student card!
2. The student cards are produced in the **University Information and Service Center** This office is located in the main building of the campus (New Knowledge Space Building/Új tudástér ÚT-106 – AKIK space) on the ground floor. web: kartya.sze.hu
3. Use of the student card is **MANDATORY**. Non-compliance with the guidelines regarding the use of the student cards will result in **disciplinary action**.
4. If the student card is **damaged or lost you** must replace it as soon as possible. You must let the accommodation office know immediately to receive a temporary pass.
5. The **fee for replacement card is 3.500 HUF**.

UNIVERSITY CARD-FINGERPRINT REGISTRATION

To fully activate your student card you will have to register your fingerprint.

Fingerprint registration times available at:

<https://internet.sth.sze.hu>

[email: ujj@netclub.sze.hu](mailto:ujj@netclub.sze.hu)

OR

Posted at every building's reception.

SIGNING THE CONTRACT

1. After arriving please visit the **Accommodation Office** during Office Hours to sign your **dormitory contract** before the temporary pass expires.
2. The Accommodation Office is **located** on the ground floor of the K1 building to the left of the elevators and staircase.
3. All students must report any damages within 3 days after moving in to : help.sze.hu and **accommodation@sze.hu**
4. If damage is not reported within this period the student can be held liable for those damages.

OFFICE HOURS & CONTACT

ACCOMMODATION OFFICE

DORMITORY

- **Ms Teodóra Gulrich**
- **Ms Mónika Omischl-Soós**
- accommodation@sze.hu
- Location: Multifunctional Building K1 ground floor
- **Office Hours:**
Monday to Thursday :
 - 9.00 am – 11.00 am
 - 1.00 pm – 3.00 pmFriday:
 - 9.00am – 11.00am

STUDENT INFORMATION AND SERVICE CENTER

UNIVERSITY CARD

- web: kartya.sze.hu
- email: kartya@sze.hu
- Location: ÚT-106 (AKIK)
- **Office Hours:**
Monday to Thursday :
 - 8.00 am – 4.00 pmFriday:
 - 8.00 am – 2.00 pm

DORMITORY FEE - SCHOLARSHIP STUDENTS

- The scholarship will directly pay the University for the dormitory fees.
- A semester consists of 5 months, during which Hall of Residence accommodation is provided.
- Every student is required to pay the full semester fee, as outlined in the information letter and regulations.
- Incoming international students have the option to reconsider their stay in the Halls of Residence after the first month.
- Students can decide at the end of the first month of the semester whether to stay or move out of the dormitory.
- If they choose to stay in the dormitory from the second month onwards, it will be considered reserved for the entire semester and they will be liable for the full semester's accommodation fee even if they wish to move out for any reason during the semester (i.e., after October 3rd or March 3rd).
- Students acknowledge upon check-in that they must pay for these 5 months even if they move out earlier (i.e., after October 3rd or March 3rd).

DORMITORY FEE - SELF FUNDED STUDENTS

- A semester consists of 5 months, during which Hall of Residence accommodation is provided.
- New student's first month accommodation fee had been calculated to the tuition fee invoice for VISA purposes.
- Students, who are required to pay accommodation fees will find the amount due specified in the NEPTUN system from October.
- Every student is required to pay the full semester fee, as outlined in the information letter and regulations.
- Incoming international students have the option to reconsider their stay in the Halls of Residence after the first month.
- Students can decide at the end of the first month of the semester whether to stay or move out of the dormitory.
- If they choose to stay in the dormitory from the second month onwards, it will be considered reserved for the entire semester and they will be liable for the full semester's accommodation fee even if they wish to move out for any reason during the semester (i.e., after October 3rd or March 3rd).
- Students acknowledge upon check-in that they must pay for these 5 months even if they move out earlier (i.e., after October 3rd or March 3rd).

DORMITORY FEE – ERASMUS STUDENTS

- A semester consists of 5 months, during which Hall of Residence accommodation is provided.
- Students, who are required to pay accommodation fees will find the amount due specified in the NEPTUN system from October.
- Every student is required to pay the full semester fee, as outlined in the information letter and regulations.
- Incoming international students have the option to reconsider their stay in the Halls of Residence after the first month.
- Students can decide at the end of the first month of the semester whether to stay or move out of the dormitory.
- If they choose to stay in the dormitory from the second month onwards, it will be considered reserved for the entire semester and they will be liable for the full semester's accommodation fee even if they wish to move out for any reason during the semester (i.e., after October 3rd or March 3rd).
- Students acknowledge upon check-in that they must pay for these 5 months even if they move out earlier (i.e., after October 3rd or March 3rd).

DEADLINES OF FEES

- First month fee for Erasmus students: **15.09.2024**
If you arrive after the 15th of September you have 10 days to pay the first month dormitory fee
- Deadline for the rest of the payments for Self funded and Erasmus students (months October-January):
Students will have the option to pay the fee monthly or for the entire semester. The deadline for payment is the 15th of each month.

PAYMENT INFORMATION

- You can pay only via **the NEPTUN System:**
- **Fees:**
 - 40.000 HUF/month/person

If you are studying in the Stipendium Hungaricum program, the program will cover this for you.

NEPTUN PAYMENT INFORMATION

- The Accommodation Office will display the amount due for students, which can be found in the Finance section of NEPTUN.
- Students can track and settle the amounts due via the Finance tab on their own NEPTUN page, utilizing the Simple Pay payment system with just a few clicks. If they prefer not to use the quick payment method, the amount should be transferred to the following bank account, with their NEPTUN code included in the comments section as per the following example:
 - IBAN number: HU 54 10300002-10801842-00024907**
 - SWIFT code: MKBHHUB**
 - Bank name: MBH Bank Nyrt**
 - Bank address: 1056 Budapest, Váci u. 38.**
 - Comment: NK- Student Neptun code for example: NK-ABCD12**
- Students will have the option to pay the fee monthly or for the entire semester. The deadline for payment is the 15th of each month.

DORMITORY – IN GENERAL

- If you live in the dormitory you have to follow the rules - To certify this, you have to sign the Student Dormitory Contract, which has two coherent attachment:
 - Hostel Policy
 - Fire-protection regulations

Can be downloaded from the dormitory's website
- **The room have to be cleaned by the students!** – We have the right to check it randomly, if it's not cleaned you'll get a penalty – 15.000 HUF/person
- **All students live in pairs, there is no opportunity to have an individual room.**
- Non compliance with either the Hostel Policy or the Fire-protection regulations can and will lead to disciplinary action. All disciplinary action will result in penalty or expulsion in accordance with the policies.

MOST IMPORTANT DORMITORY REGULATIONS

- Every time you **enter the gate** of the dormitory, you **have to use your university card**. Non-compliance with this requirement will result in disciplinary action!
- It is **forbidden to smoke or use electronic cigarettes** in the dormitory. – Smoking is allowed at the place of SMOKING AREA, and more than 5 meters from the building. Smoking in non designated SMOKING AREAS will result in **expulsion**.
- Covering the **fire alarm** system will be punished with **expulsion**.

OTHER IMPORTANT DORMITORY REGULATIONS

- **Study rooms** are open 24/7. Please refer to the rules of use posted on the door's of the study rooms.
- **Guests** at the dormitory must be requested at dormitory.sze.hu
- **Common Rooms:** asking permission to organize an event (birthday party, dinner etc.):
dormitory.sze.hu

SERVICES - RENTING BEDDING

- **Bed sheets:**
 - You can rent bed sheets for **2.000 HUF/semester**
 - You can **pay via NEPTUN System**
 - You have to wash it for yourself – you have the opportunity at all our dormitories
- **Maintenance:**
 - Reporting technical issues: **help.sze.hu**

SERVICES - INTERNET

Internet:

- WIFI using for the **1st device is free** of charge. You can sign up on this link: **internet.sth.sze.hu** (recommended for the 1st device is a laptop)
- Further devices cost **2.000 HUF/semester/device for mobile**, or **6500 HUF/semester/device for laptop**, it depends on the package size (Paid via NEPTUN system)
- You can find all of the information about the internet settings and payments: <https://internet.sth.sze.hu/payments>

SERVICES - KITCHEN

Located at the end of every corridor.

The kitchens are open 24/7.

All of the kitchens are equipped with:

- Cupboard
- Hob (hot plate)
- Oven
- Microwave
- Sink (Do not pour used oil in the sink, Please take the used oil to the nearest oil collection bin)

Oil collection bin (Every kitchen in the K3 and K0 buildings)

Every equipment must be used as intended.

Improper use of the equipment is considered as intentional damage therefore can and will result in disciplinary action!

SERVICES - LAUNDRY AND DISINFECTION

- **LAUNDRY**
 - in Hegedűs Gyula Dormitory on the 2nd floor;
 - in Multifunction Building on the 1st floor
- **Bathroom disinfection**
 - Colleagues of the UNI-Famulus Ltd carries out regular disinfection of all bathrooms (including ones within the dorm rooms).
 - The scheduel for the disinfectation can be found on kollegium.sze.hu

Reminder rooms and common areas (entryway or bathrooms) **MUST** be cleaned by the students the bathroom disinfection is not cleaning and if the bathrooms are not cleared at the time of disinfection the disinfection will **NOT** be carried out.

IMPORTANT CONTACTS

- **Technical problem**
 - Please report it on the website help.sze.hu
- **Problem with your card**
 - Please write to kartya@sze.hu
- **Problem with your fingerprint or internet**
 - Please write to problema@netclub.sze.hu
- **Problem with the dormitory**
 - Please write to accommodation@sze.hu

**Thank you for your kind
attention!**