

DISCIPLINARY CASES and PENALTY POINTS					
Reason for disciplinary action / penalty		Note	1st	2nd	3rd
Serious violation of the fire safety regulations					
1.1	Causing fire	Regardless of deliberate or not, it results in disciplinary proceedings.	30	-	-
1.2	Deliberately inflicting a false fire alarm	The aim of violating the fire safety regulations: to inflict unjustified fire alarm.	30	-	-
1.3	Covering, removing or damaging the smoke and fire alarm devices		30	-	-
1.4	Unjustified use or damage of hand fire alarms and other fire protection equipment		30	-	-
1.5	Deliberately damaging the evacuation aid devices	Including signs and lights indicating the evacuation route.	30	-	-
1.6	Without permission no inflammable and explosive devices may be brought into or stored in the building of the Halls of Residence, or areas outside the building of the Halls of Residence	Pyrotechnical tools, gas bottles, filled fuel tank/can, other explosives, fire crackers, fireworks, ... etc.	30	-	-
1.7	Flammable activities requiring permit, assembly without permit		30	-	-
1.8	Blocking of evacuation routes	Through traffic is blocked in the entire cross-section of the evacuation route	10	20	-
1.9	Refusing cooperation during evacuation drills	Failure to leave the building, or to comply with the instructions, etc.	30	-	-
1.10	Unjustified emptying or damaging of the portable fire extinguishing appliance	Including the removal of the seal as well.	30	-	-
1.11	Unjustified use or damaging of wall-mounted hydrants and integrated tools		30	-	-
Violation of the fire safety regulations					
1.12	Not deliberately caused false fire alarm by breaching the policy.	E.g.: Smoking without permission or not at the designated place, or by a device left unattended (E.g.: during cooking), etc.	5	10	15
1.13	Not deliberately caused false fire alarm by observing the policy.	E.g.: Hot meal steam, cosmetics, spray, cleansers, etc.	2	4	8
1.14	Covering, removing or damaging of the fire alarm evacuation route sticker		4	8	16
1.15	Damaging of other fire safety devices	Damage caused to the hose storage cabinet, damaging or hinging of fire doors, etc.	10	20	-
1.16	Smoking in prohibited, or non-designated areas, or demonstrably implied conduct	Implied conduct e.g.: cigarette stub/cigarette remnants, in-use ash tray, smoke, etc.	10	20	-
1.17	Non-kitchen use of heat generating kitchen equipment	According to the House Rules	4	8	16
1.18	Use of devices non-compliant from fire or electric safety		4	8	16
1.19	Narrowing of evacuation routes	The evacuation route cannot be used in its full width.	4	8	16
1.20	Ignoring of the fire alarm	No necessary steps are taken despite of identifying the fire alarm	4	8	16
Violation of public health regulations					
2.1	Bringing in or keeping animals		10	20	-
2.2	Failure to report insects (especially bedbug) or pests		4	8	16
2.3	Failure to clean despite of being warned	Beyond 24 hours of written warning given to at least one tenant of the room.	5	10	15
2.4	Inappropriate storage of foodstuffs, incorrect handling of food leftovers and expired foods	The rule should equally be kept in the room and in the kitchen. Including rotten (expired) food stored in or outside the fridge.	4	8	16
2.5	Violation of maintaining the clean and orderly condition of kitchens, canteens, laundry rooms and social areas	Failure to remove beyond average contamination after cooking and eating, not reinstating orderly conditions after cooking and/or eating (washing dishes, cleaning up) etc.	4	8	16
2.6	Unintended use of toilets, baths and laundry rooms		5	10	15
Violation of the general rules of cohabitation					
3.1	Failure to comply with the quiet law	By observing the regulations of the policy.	4	8	16
3.2	Aggressive attitude	Battery or open threat against the associates, receptionist, cleaning or maintenance staff, seniors, or tenants of the Halls of Residence.	30	-	-
3.3	Impolite behaviour (not worthy of university students), not compatible with the Code of Ethics	Incorrect behaviour towards the associates, receptionist, cleaning or maintenance staff, seniors, or tenants of the Halls of Residence.	4	8	16
3.4	Hindering the work of the associates of the Halls of Residence	Hindrance caused during room inspection, maintenance, inventory taking, cleaning, administration, etc.	4	8	16
3.5	Refusing of identification	Especially during on-boarding cases and those violating the House Rules.	30	-	-
3.6	Untidiness or littering in social areas	In case the identity of the perpetrator is unclear, the person responsible for the room/area will receive a penalty point.	4	8	16
3.7	Violation of parking or bike storage regulations		4	8	16
3.8	Replacement of locks or copying of keys without authorization	Due to fire safety and asset security	30	-	-
3.9	Reconstruction or building in without authorization		10	20	-
3.10	Bringing in devices requiring authorization without having the same	In case of other devices requiring authorization, which do not violate the fire safety regulations.	4	8	16
3.11	Unauthorized economic or commercial activities requiring authorization (selling, etc.)	No authorization is required: for selling own notes, study books or personal items (e.g. used TV, computer, etc.), etc.	10	20	-
3.12	Other, non-intended use of the devices of the Halls of Residence or storage not in accordance with the room inventory	Unjustified restriction (the concerned item is not in its place according to the inventory, etc.) of commonly used items (chair, desk, fireplace, microwave oven, washing machine, etc.)	4	8	16
3.13	Failure to report damage/malfunction	In cases requiring repair or replacement.	2	4	8
3.14	Use of a premise requiring authorization without the same and/or unintended use		5	10	15
3.15	Irregular use of social areas	Especially: study room, social area (TV room, etc.), gym, etc.	4	8	16
Non-compliance with the rules of moving in and out					
4.1	Failure to complete the moving out administration		15	30	-
4.2	Appearance for moving in or out not in the scheduled time		5	10	15
4.3	Unauthorized transfer		10	20	-
4.4	Providing false information upon the admission to the Halls of Residence		30	-	-
Disciplinary offence related to access					
5.1	Endorsement of the access card		10	20	-
5.2	Violation of the regulations on receiving visitors		5	10	15
5.3	Bypassing of the access system		10	20	-
Impairment or damage caused					
6.1	Deliberately inflicted high-value impairment or damage		30	-	-
6.2	Impairment or damage caused out of negligence and/or small-value impairment or damage caused deliberately		5	10	15
Throwing objects out of the window					
7.1	Littering		10	20	-
7.2	Triggers emergency or injury, or accompanied by impairment of damage		30	-	-
Main disciplinary offences related to the use of the internet network in the Halls of Residence					
8.1	Unauthorized installation of own wifi hotspot/router		5	10	15
Other					
9.1	Stepping or climbing out on window sills, radiators, or escape staircases or canopies, which can only be used in emergency situations.		10	20	-
9.2	Impersonation others	Especially sending e-mails on behalf of others.	10	20	-
9.3	Any other law violating behaviour		30	-	-
9.4	Private justice without battery		5	10	15
9.5	Appearance in offensive clothing in the social areas of the Halls of Residence.	Indecent, incomplete clothing	4	8	16
9.6	Use of totalitarian symbols in the area of the Halls of Residence.	Totalitarian symbols displayed in the room or social areas, used on the clothing, or on all other communication platforms	5	10	15
9.7	Ironing in non-designated places.		2	4	8
9.8	Unauthorized entry to closed/industrial areas.		4	8	16
9.9	Publication of late fees (1 point per item).	Maximum 4 points per month. (Simultaneously, the restriction for taking an exam is also valid)	1	-	-