



HOUSE REGULATIONS OF THE STUDENT RESIDENCE HALLS OF THE KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY

The House Regulations contain the communal, health, accident prevention and fire safety regulations, which ensure the proper use of the Residence Hall. The regulations also include the order of residing in the residence Hall and the protocol of temporary and permanent leave. All occupants are obliged to follow the House Regulations.

1. The rights of the occupants

- 1.1 The occupants of the RESIDENCE Hall are entitled to use the common areas and all services offered by the Residence Hall.
- 1.2 With observations and remarks regarding the Residence hall and its regulations the occupants should turn to the Vice Rector.

2. The obligations of the occupants

- 2.1 The occupants of the Residence Hall are obliged to follow the rules of the University and the House Regulations of the Residence hall and to use its furnishing properly.

3. Moving in

- 3.1 Only students possessing a Letter of Acceptance are allowed to move in to their rooms in the Residence Hall, during the period of time written in their Letter of Acceptance.
- 3.2 New foreign occupants of the Residence Hall coming from third countries are obliged to register their address at the Office of Immigration and Nationality (Bevándorlási és Állampolgársági Hivatal/ BAH/) within 30 days after their arrival. The form confirming the existence of Hungarian accommodation will be signed by the Residence Hall teacher **according to the regulations of the Office of immigration and Nationality.**
- 3.3 **Rooms can be changed between occupants for 3 weeks after moving in.** After this deadline rooms can only be exchanged once in a semester, under the right justification. Both parties must agree on the change, otherwise it cannot happen.
- 3.4 In special cases, on the request of the Residence Hall teacher- as long as it is in the best interest of the Residence Hall, and agrees with the optimal space management- the occupants have to change their room. During events held by the University or the Residence Hall the occupants might have to give their room to the guests visiting these events, for a proper refund in return. In such case the occupant has to be notified 30 days in advance in writing, and during that period of time the Residence Hall must offer another suitable accommodation for the occupants.
- 3.5 **While moving in to the Residence Hall the student has to sign the Accommodation Agreement, the House Regulations and the information sheet of the Accident Prevention and Fire Safety Regulations. S/he also has to take over the furnishings of**



the room based on the inventory.

3.6 One key belongs to each housing unit, which must be left at the reception by the occupant leaving last. It is forbidden to take the key out of the premises of the Residence Hall! While moving out, during the handing-over of the room the key must be given the Residence Hall teacher.

4. Paying the accommodation fees

4.1 After receiving their NEPTUN code the occupants of the Residence Hall are obliged to transfer the fee of the accommodation to the bank account of the university until the 10th of every month. Furthermore, **the sum must be credited through the NEPTUN system till the 15th of the given month.**

4.2 If somebody refuses to pay for longer than 60 days, calculated from the last paid instalment, s/he can be discharged from the Residence Hall and will not receive his/her credit verification, until the debts are settled.

4.3 In exceptional cases the teacher of the Residence Hall can grant a maximally 30-day long payment delay (based on a written plea).

4.4 If the occupant was provided with accommodation in the Residence Hall, but s/he refused to pay the fees despite the repeated requests, the University can issue an order for payment (fizetési meghagyás) to have the debts collected. In this case the occupant has to move out with immediate effect **and will not receive his/her credit verification, as long as the debts are not settled.**

5. The housing units and the rooms

5.1 The occupants are responsible for keeping the furnishings of their rooms in good condition. All occupants and visitors are obliged to preserve and use properly the properties of the Residence Hall.

5.2 The lost keys of the rooms or housing units/living quarters must immediately be announced at the reception. The cost of a new key must be paid by the occupants. It is forbidden to copy keys or hand them over to any unauthorised person!

5.3 The furnishings of the rooms must always be used and changed properly. Any aesthetic damages caused by nails, stickers and Scotch tapes must be either fixed or paid by the occupant.

5.4 Detected defaults (water, electricity, heating) in the rooms or in the Residence Hall must be registered in the error book at the reception. In emergency cases the defaults must immediately be announced at the reception, maintenance or Residence Hall teacher.

5.5 Furnishings and items over 30 000 HUF worth of value owned by the occupant can only be used in the rooms or common kitchens with the permission of the Residence Hall teacher, with regard to the inventory order.

5.6 Before leaving the Residence Hall, the occupant's room must be locked, with all windows and doors closed and electrical appliances turned off (apart from the refrigerator).

5.7 The living quarters/housing units, rooms and their furnishings have to be cleaned by the occupants, who are responsible for their order. The order of the rooms is



inspected by the Residence Hall teacher on pre-arranged days. If it is justified, the Residence Hall teacher can inspect the cleanliness and order the rooms on any day without previous notification. In case the rooms do not meet the aesthetic and hygienic requirements, the occupants will receive a written notification. If the order of the room is continuously dissatisfying, that can result in being expelled from the Residence Hall through disciplinary proceedings, and the occupant cannot receive his/her Transcript of Records. The costs of cleaning will be charged by the Residence Hall.

5.8 The electrical appliances of the rooms must be used according to the relevant protection, fire and public safety regulations. Cooking appliances are strictly forbidden in the rooms!

6. Receiving guests

6.1 The (external) visitors and guests have to show their identification documents (ID card or student card) **at the reception.** The name of the visitors, the host's name and room number will be registered. **The host is accountable for any moral or financial damage caused by his/her visitor and it is his/her responsibility that the guests leave the premises of the Residence Hall by 10 pm.**

6.2 The host has to personally identify the visitor at the reception.

6.3 The host is obliged to accompany his/her guest to the reception and register the time of leaving. It is forbidden for any visitors to stay on the premises of the Residence Hall at night.

7. Services offered by the Residence Hall

7.1 For doing laundry the occupants can use the washing machines and driers in the laundry room.

7.2 Irons can be received at the reception by showing the student cards. After use the appliances and their keys must immediately be returned to the reception.

7.3 The kitchens of the housing units and floors can be used for cooking. **It is forbidden to bring kitchen appliances to the rooms. Considering the danger of contagion and food poisoning (which would lead to the immediate shutting down of the Residence Hall by the authorities) it is strictly FORBIDDEN to keep dirty dishes and food leftovers in the kitchen and rooms.**

7.4 Gatherings, which are not against the House Regulations of the Residence Hall, can be held at the lounge room.

7.5 During exam periods the study room of the Residence Hall can be used all day long. It is forbidden to talk, listen to the radio in the study room or to take anything away from there.

7.6 The computer room and the computer in the hall are at the occupants' disposal all day long. The occupants are always informed about the order of the computer room in the beginning of the semester by an assigned person. The computers can only be used for academic and communication purposes.

7.7 Printing and copying is possible from 6:30 am till 12 pm under the inspection of the receptionist. The occupants will receive a proof of their payments.

7.8 The sport equipment of the Residence Hall (balls, rackets) can be used after placing the temporary or permanent student card in deposit.



7.9 The post of the occupants is always placed in the letter box of the rooms. The registered letters, money transfers and packages can be received from the Residence Hall teacher or from the receptionist in his/her absence.

7.10 First-aid kits can be found at the reception.

7.11 The reception is open 24 hours a day. The entrance door of the Residence Hall is locked from 1 am till 4:30 am. The occupants arriving at night are let in by the receptionist on duty.

8. The order of the Residence Hall

8.1 The occupants can enter the Residence Hall by showing their student cards. It is always compulsory to present the student cards while entering.

8.2 To ensure the undisturbed rest of the occupants, the Residence Hall must be quiet from 10 pm till 8am. During this period of time any activities disturbing the occupants are forbidden. During the day the rest of other occupants should also be taken into consideration.

8.3 During exam periods the Residence Hall should be quiet during the day as well. All loud and noisy activities should be avoided.

8.4 The Residence Hall teacher's permission should be asked for holding any events (birthdays, name days etc.) which take longer than the time frame indicated in the House Regulations, include more than 10 participants and take place in other parts of the Residence Hall too. Such events should be announced at the Vice Rector as well. A written request, naming the organiser of the event should be issued three days prior to the date of the event the latest, at the people who are responsible for the order of the Residence Hall. The rooms used for the event must be cleaned by 9 am the following day, and should be handed over to the teacher of the Residence Hall.

8.5 It is forbidden to lock the roommates out of the housing units or rooms.

8.6 Announcements can only be posted on the bulletin board- signed and stamped by the Residence Hall teacher.

8.7 Smoking is FORBIDDEN on the premises of the Residence Hall.

8.8 It is strictly forbidden to bring, keep or consume any alcoholic drinks or narcotics on the premises of the Residence Hall!

8.9 Everyone is obliged to keep the accident prevention, fire safety and hygienic regulations of the Residence Hall.

8.10 The occupants of the Residence Hall have to economise their electricity and hot water consumption. The lights in the bathrooms, toilets and other common areas should always be turned off after use.

8.11 Food should be kept only in the refrigerators of the rooms and common kitchens. It is forbidden to leave dirty dishes in the kitchens and rooms!

8.12 The garbage cans must be emptied by the occupants of the rooms.

8.13 Throwing anything out of the windows, placing things on the windowsills, sitting or climbing to the windows are forbidden!

8.14 After 10 pm it is forbidden to talk loudly play music or sing at the court in front of the Residence Hall. Consuming alcohol there at any time the day is forbidden as well!



8.15 The furnishings of the common areas (kitchen appliances, tables, chairs etc.) cannot be brought to the rooms.

8.16 It is not allowed to keep any pets on the premises of the Residence Hall.

8.17 Under the suspicion of any disciplinary actions, emergencies or disorders the Residence Hall teacher is allowed to enter the rooms and take action (using spare keys if necessary). In his/her absence the receptionist on duty is entitled to take action.

9. Moving out of the Residence Hall

9.1 Leaving the Residence Hall for longer than a week should always be announced at the Residence Hall teacher, and if possible the contact information should be given as well.

9.2 All occupants should move out of the Residence Hall by June 30 at the end of the Spring Semester or by the end of the exam period the latest. If the occupants stay during the months of July and August too, further fees will be charged in accordance with the length of their stay. In this case the occupants must leave the Residence Hall by 20th of August the latest.

9.3 If the occupant would like to move out of the Residence Hall s/he should send a written notification to the Residence Hall teacher and Vice Rector 30 days prior to that. While moving out, the cleaned rooms and their keys, in line with the inventory, must be handed over to the Residence Hall teacher.

9.4 Leaving the Residence Hall without any proper reason during the academic semester will be a disadvantage in case the occupant would like to apply for accommodation for the next semester too.

9.5 Staying in the Residence Hall during the summer break must be requested in writing at the Residence Hall teacher, who can provide the occupant with accommodation in a room of his/her choice, considering the available free places.

10. Miscellaneous

10.1 The occupants have to reach a consensus in matters which are not regulated either by the penal or civil code, or by the House Regulations of the Residence Hall. In other matters each occupant has veto rights.

10.2 If any of the occupants have any complaints or problems regarding the work of the staff of the Residence Hall, they should inform the Vice Rector in writing about it.

10.3 The compliance of the House Regulation is supervised by the Vice Rector and the Residence Hall teacher in collaboration with the Student Committee of the Residence Hall.

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