

Pursuant to Act No. CCIV of 2011 on national higher education (hereinafter referred to as the "**Higher Education Act**") and Government Decree No. 51/2007 (III. 26) on the benefits of students in higher education and certain fees payable by them (hereinafter referred to as the "**Government Decree**"), the Senate (hereinafter referred to as the "**Senate**") of Károli Gáspár University (hereinafter referred to as the "**University**") adopts the following Residence Hall Regulations of the University (hereinafter referred to as the "**Regulations**"):

## **I. GENERAL PROVISIONS**

### **Article 1**

- (1) The University operates a residence hall, in order to provide housing facilities for the students. These Regulations apply to all residence halls, colleges for advanced studies operated by the University (hereinafter collectively referred to as the "residence hall").
- (2) The Senate decides on the foundation or acquisition of a residence hall. The data of residence halls are included in Annex 1.

### **Article 2**

- (1) The basic task of the residence hall is to provide accommodation to students admitted to and having student status at the institution. The purpose of the residence hall is to provide accommodation to students in need of the same, for social reasons, in particular, who deserve this by reason of their academic progress, efforts for the community and conduct. Residence Halls serve to support the education of professional intellectual workers, and to maintain and improve the heritage of residence halls of the Reformed Church in Hungary.
- (2) During the fulfilment of study obligations laid down in the training and outcome requirements and curriculums, the capacity of the residence hall is available (primarily) to those students attending full-time programmes with state scholarship, students participating in doctoral training with state scholarship and students in need of housing support, whose permanent residence is outside the administrative boundaries (city) of the training. Exceptions from this include students attending the Faculty of Theology or the training location in Nagykőrös of the Faculty of Teacher Training, all of whom is eligible for residence hall accommodation. A fee-paying student or one with local residence address may be admitted to the residence hall, if he/she is in need of the same, for social reasons, and deserve this by reason of his/her academic progress, efforts for the community and conduct.
- (3) To achieve the purpose under paragraph (1), the residence hall creates and continuously maintains the conditions of studying, and provides opportunities to students for self-development and the exploitation of their talents. Furthermore, the residence hall organises programmes for and promotes the students' cultural and physical development and quality entertainment.
- (4) From the start of the term time to the end of the exam period, residence halls may host other guests too, up to the available capacity, such as guest lecturers, guests from the Church, visitors of University events, amongst others.

### **Article 3**

Residence Halls are operated using funds approved in the annual budget. The leader of the residence hall is responsible for the management.

### **Article 4**

The activity of the residence hall is supervised by the University's Secretary General.

### **Article 5**

- (1) Residence Halls represent the reformed beliefs of the University. Their duties include the development of a Christian community life, and for this, possibilities must be ensured for the exercise of religion.

- (2) At residence halls in Budapest, mental health care is provided, and sermons, Bible groups and other spiritual events are organised and conducted by the pastor of the University. The schedule of fixed events is announced on the bulletin boards of residence halls during the first week of the academic year.

## **II. MANAGEMENT OF RESIDENCE HALLS**

### **Article 6**

Residence Halls operate under the management of the faculty leaders designated in the Rules of Operation and Organisation, with the assistance of residence hall teachers responsible for the education at residence halls, and under supervision of the Secretary General.

### **Article 7 RESIDENCE HALL TEACHER**

The residence hall teacher:

- a) ensures that the residence hall operates in line with the University's teaching and educational objectives; to achieve this, it is their responsibility to solve current operational issues;
- b) manages the educational activity at the residence hall;
- c) cooperates with the student union;
- d) may give verbal or written warning to persons violating the regulations or the house rules without starting a residence hall disciplinary procedure;
- e) in case of a violation of the Disciplinary Regulations, he/she immediately notifies the person exercising the disciplinary authority for the residents of the residence hall;
- f) makes sure that the data requested by the Rector or the Minister responsible for higher education are correct and supplied in time, and statistics are prepared;
- g) executes the decisions of the Senate concerning residence halls;
- h) makes sure that all property, fire and occupational safety requirements are observed and enforced,
- i) provides for the conduct of the residence hall admission procedure;
- j) initiates the suspension of such decisions of the student union concerning the residence hall, which violate the provisions of law or university regulations;
- k) may initiate measures to be taken by the Secretary General, in issues concerning the residence hall;
- l) takes part in the development of community life at the residence hall;
- m) assists in the integration of residence hall residents;
- n) assists in and monitors compliance with the provisions of the house rules of and the standards of normal lifestyle at the residence hall;
- o) checks, on a daily basis, the cleanliness of community rooms (sitting rooms, study room, smoking room, kitchens, corridors, sanitary units, laundry rooms, isolation room) and the condition of the assets and equipment in them;
- p) checks the cleanliness of residence hall rooms and the condition of the assets and equipment in them;
- q) makes sure that residents of the residence hall preserve the technical condition and operability of rooms used by them;
- r) calls the doctor or the ambulance, when needed. If fire or any extraordinary event is detected, he/she must take the appropriate measures: reporting the same without delay to the fire brigade, police, reception or the Secretary General;
- s) takes measures and provides assistance in all cases, where he/she is contacted by students or guests concerning complaints or comments;
- t) checks and monitors mid-year residence hall admissions (registration of headcount, availability of rooms, payment of fees). He/she maintains up-to-date records of these;
- u) notifies students concerned of their admission or rejection;
- v) assists, in connection with his/her duties and activities at the residence hall, in the preparation of students for their career as intellectual workers;
- w) supervises students when moving in or out, and the inventory of rooms; prepares the allocation of rooms;
- x) assists in the organisation and conduct of residence hall events;
- y) assembles a meeting of residence hall residents once in every half year term;
- z) supervises the work of receptionists and the cleaning personnel.

**Article 8**  
**RECEPTIONIST**

The receptionist is an employee providing personal and property security services at the residence hall, who:

- a) checks incoming and outgoing persons to prevent access of the rooms by persons other than those authorised under the policy or outside the allowed time limits
- b) provides for the overall property security at the residence hall, records incoming and outgoing assets
- c) receives and directs visitors and paying guests, while the residence hall teacher is unavailable
- d) receives the room fees from paying guests and takes care of the associated administration
- e) handles articles and keys placed at the reception desk in line with the relevant requirements
- f) warns undisciplined persons violating the residence hall rules about observing the regulations, records the names of students violating rules, and reports them to the residence hall teacher
- g) keeps the public area in front of the residence hall building clean, removes snow and ice in the winter, posts waste and selective waste containers on waste removal days, and returns them to the container storage when they are emptied.

**Article 9**  
**CLEANER**

A member of the cleaning personnel:

- a) provides for the cleanliness of shared rooms at the residence hall on weekdays
- b) cleans rooms and changes bedclothes when guests come
- c) performs a major cleaning of the kitchen and shared rooms
- d) prepares the list of cleaning devices and agents required for his/her work, reports defects and damages
- e) manages the inventory of assets required for his/her work, requests purchasing of consumables and materials
- f) checks the rooms when visitors and paying guests of the University leave, reports any findings

**III.**  
**REPRESENTATIVE ORGANISATION OF RESIDENCE HALL STUDENTS**

**Article 10**

- (1) Residence Hall students are represented by the student union. At each residence hall, the student union appoints a Residence Hall Student Union Committee comprising 5 members.
- (2) The rules of procedure of the Residence Hall Student Union Committee are laid down in the bylaws of the student union.
- (3) The minutes of Residence Hall Student Union Committee meetings must be communicated to the residence hall residents, and sent to the Dean, Residence Hall Teacher and Secretary General in five days after the meeting.
- (4) The responsibilities of the Residence Hall Student Union Committee include, in particular:
  - a) representation of residence hall residents;
  - b) review of compliance with the Organisational and Operational Regulations of the Residence Hall and its Annexes;
  - c) planning, organisation and control, in cooperation with the Residence Hall Teacher, of the value driving (studying, cultural and sports) activities at the residence hall;
  - d) initiation, organisation, management and supervision of residence hall events;
  - e) delegation of two main representatives to the Residence Hall Committee from residence hall students;
  - f) reporting to the person exercising the disciplinary authority, if needed, of the activity and conduct of students violating the rules

**IV.**  
**RULES OF OPERATION OF THE RESIDENCE HALL**

**Article 11**

- (1) The residence halls of the University operate in line with the provisions of these Regulations and the Annexes hereto.
- (2) The residence hall continuously operates during both the academic and exam periods. The reception service operates in a 24 hour duty schedule, throughout all working days and public holidays. In case of special failures or other emergency, the Residence Hall Teacher must be notified without delay. Throughout the residence hall area, the provisions concerning public health and hygiene of the Occupational and Fire Safety Policy, and those issued by the National Public Health and Medical Officer Service (NPHMOS) have to be observed.
- (3) The residence halls of the University do not provide catering services. Proper use of the kitchen is allowed, subject to compliance with the occupational and fire safety rules, and sanitary regulations.
- (4) Rooms at the residence hall must be used properly, for their intended purposes. Any use for other purposes shall require the residence hall teacher's prior authorization.

## V.

### RESIDENCE HALL ADMISSION PROCEDURE

#### Article 12

A membership in the residence hall is created, when the student enrolled in the University has been admitted to the residence hall, moved in, and signed the "Residence Contract" included in Annex 4.

#### Article 13

- (1) Residence Hall admission is granted upon application. Having regard to the limited number of rooms, the following students are admitted to the residence hall, in particular:
  - a) students attending the full time training programme of the University,
  - b) students with state scholarship,
  - c) students participating in international cooperation programmes.
- (2) When evaluating applications, priority is given to students with disadvantages, who may not be able to start or continue their studies without the residence hall admission. Priority is also given, and admission to the residence hall must be granted upon request to students considered disadvantaged and multiply disadvantaged under the Higher Education Act.
- (3) No residence hall admission may be granted to students with passive status in the given semester of the academic period.
- (4) The student is eligible to residence hall residence during his/her academic period, for no more than 6, 8, 10 or 12 semesters, subject to given programme, or for the doctoral training, 8 semesters. Applications for residence hall residence outside the academic period are assessed based on special criteria concerning organizational and economic factors, in particular.
- (5) Residence Hall admission is applied for on a yearly basis, using the form "Application for Residence Hall Admission" and the necessary attachments listed in the information brochure (Annex 3). The Residence Hall Committee (hereinafter referred to as "CC") may reject, without further consideration, applications where the "Application for Residence Hall Admission" is received after expiry of the deadline or without attachments.
- (6) Applications are evaluated by the Residence Hall Committee.  
Members of the CC:
  - a) the Secretary General
  - b) the Dean of the faculty
  - c) the residence hall teacher
  - d) 2 students delegated from the membership of the residence hall by the Residence Hall Student Union Committee.

- (7) When assessing the application, the following factors are taken into account, in particular, in the order below:
- social situation,
  - academic achievements,
  - distance between the place of study and residence,
  - work for the community.
- (8) The scores given at the evaluation of the Application for Residence Hall Admission for individual factors are laid down in Annex 5 hereto.

#### **Article 14**

- The deadline for the applications for admission is the 10th day of August for first-year students, and the 20th day of June for senior students. Applications must be submitted to the registrar's office of the faculty addressed to the Residence Hall Committee.
- Decisions concerning the applications for admission are made until the 25th day of August for first-year students, and until the 20th day of August for senior students, at the latest.
- Forms required for the students' applications for residence hall admission can be downloaded from the University's website, of which notification is sent by the registrar's office to students admitted to the first year programme simultaneously with the notification of their admission.

#### **Article 15**

- Academic considerations at the assessment of applications for admission:
  - for senior students, the academic results in the previous academic year;
  - for first-year students, the score of the entrance examination.
- Social considerations at the assessment of applications for admission:
  - the applicant's family background (number and studying status (primary, secondary and higher education) of brothers and sisters);
  - financial standing, revenues (average income per person);
  - distance between the University and residence;
  - personal factors worthy of consideration (health issues, family and social conditions (orphan, half orphan, divorced or unemployed parents) affecting the studies).

#### **Article 16**

Before moving in, the student admitted to the residence hall must present a medical certificate stating that he/she is free of any infectious disease. In the lack of this, the occupation of the place must be rejected.

#### **Article 17**

- Membership in the residence hall is created for one academic year lasting until the end of the spring/summer exam period, but 15 July of the subject year by the latest.
- Membership in the residence hall shall terminate, if:
  - the admitted residence hall student fails to move in until the deadline specified in the notification of admission, and does not obtain permission for the postponement of the date of moving in;
  - he/she does not normally live at the residence hall;
  - he/she does not pay the monthly residence hall fee, even despite a warning;
  - he/she does not meet the academic or examination requirements set for the given semester (all subjects required, for conventional programmes, and at least 20 credits, for credit based programmes), or fails to take up courses worth at least 20 credits;
  - he/she withdraws from the residence hall membership;
  - he/she is dismissed;
  - the student status is terminated.
- The following persons are eligible to residence hall residence during the summer holidays:

- a) PhD students, given that they pay the residence hall fee established by the Senate for residence halls operated by the University, and students performing academic, scientific or social activities against the same fee, subject to endorsement by the leaders of the faculty engaging the student, and over the duration of the activity;
  - b) orphan students, students formerly raised in state care, and students, whose application for this is accepted by the Residence Hall Teacher having regard to their social conditions, against the residence hall fee established by the Senate for residence halls operated by the University;
  - c) students of the University, except for those falling in the scope of paragraphs a)-b), must pay the fee established by the Senate for residence halls operated by the University;
  - d) for residence halls operated by the University, the University may sell accommodation utilising free rooms, the fees whereof are established by the Senate;
  - e) for beds used for the accommodation rental service, the conditions set by the Service Provider apply throughout the summer holiday.
- (4) Rules of hosting visitors:
- a) for residence halls operated by the University, students must proceed in line with the instructions included in the House Rules annexed hereto;
  - b) hosting visitors at residence halls operated by the University is allowed subject to the payment of the fee determined by the Senate;
  - c) For beds used for the accommodation rental service, students are required to observe the conditions set by the Service Provider when hosting visitors. As regards visitors hosted, the Service Provider determines the relevant time and fee.

### Article 18

- (1) Students must move in the residence hall during the time set in the notification of admission. Any deviation from this is allowed subject to the Residence Hall Teacher's written approval.
- (2) Absence from the residence hall outside the exam period may not exceed one month without a special request (certificate), however, the student must pay the residence hall fee during this period too. After the expiry of one month, the residence hall membership terminates pursuant to Article 17 (2) b).
- (3) Residence Hall students may move from one residence hall to another subject to an approval of the exchange by the Residence Hall Teacher. This must be reported to the Secretary General without delay.
- (4) Residence Hall residents are required to pay the fee determined by the Senate in May of the previous academic year using the Neptun summary account.

Technical rules applicable to the payment of residence hall fees and associated special procedural fees:

- a) As regards the order, the special procedural fee of the residence hall has priority, whereby the payment of the special procedural fee must precede the payment of the residence hall fee, for which it has been requested.
- b) Residence Hall residents admitted as part of the residence hall admission procedure for the given residence hall cycle must pay the residence hall fee determined until the relevant payment deadline.
- c) A review of sums paid in takes place on the 16th day following the deadline for payment of each item. Should the student fail to pay in certain sums, he/she shall be issued a warning in a Neptun message requesting payment within 30 days from the deadline. The Neptun message is a warning which constitutes a sanction resulting in a special procedural fee.
- d) If the residence hall resident fails to pay in his/her debts (residence hall fee, special procedural fee) within 30 days from the deadline, his/her residence hall membership shall be revoked, and the same may be restored via a new admission procedure or the completion of an application for admission only. Such student shall still be required to pay in any of his/her debts along with the payment of the special procedural fee.
- e) Students moving in during a month shall pay a proportional residence hall fee. (Proportional residence hall fee: part of the monthly residence hall fee broken down to thirds. Full monthly fee, if moving in takes place until the 10th day of the subject month, 2/3 monthly fee, if it takes place until the 20th, and 1/3 monthly fee, if it takes place after the 20th day.)

- f) If the residence hall membership terminates during the academic year, for reasons laid down under Articles 17 (2) a to f hereof, and upon moving out, residence hall residents have to pay the fee for the time remaining from the academic year, but a maximum of 2 months' residence hall fee.
  - g) The head of the residence hall may decide on any possible derogation from the above.
- (5) The Rector concludes a residence contract with teachers and employees normally living at the residence hall, and they have to pay a fee determined on the bases of the decision of the Senate.

## VI. RIGHTS AND OBLIGATIONS OF RESIDENCE HALL STUDENTS

### Article 19

- (1) The rights and obligations of students at higher educational institutions are laid down in the Higher Education Act and the Organisational and Operational Regulations of the University (hereinafter referred to as "OOR"), which also apply to residence hall residents.
- a) (2) The rights of residence hall residents include, in particular:
    - b) participation in the work of the Residence Hall Student Union Committee, where they can both vote for and be elected to be members;
    - c) use of the services at the residence hall, and the studying, cultural, entertainment and sporting possibilities offered by the residence hall observing the necessary restrictions arising from the shared living space and the obligation to demonstrate care;
    - d) participation at residence hall events,
    - e) undisturbed use of the room allocated to him/her and the shared rooms;
    - f) contacting the Residence Hall Student Union Committee, the Residence Hall Teacher or the Secretary General with personal or community related issues concerning the residence hall or his/her membership in the residence hall;
    - g) exercise any right he/she may have under the Organizational and Operational Regulations of the residence hall.
- (3) The residence hall resident is obliged to:
- a) observe and comply with the rules of the University, and the provisions of the Organizational and Operational Regulations of the residence hall and the Annexes to it;
  - b) safeguard the reputation of the University and the residence hall;
  - c) learn and fully comply with the occupational safety, accident protection, fire safety and hygienic regulations;
  - d) pay all damages caused to the residence hall deliberately or out of negligence;
  - e) report all defects and damages discovered in the shared rooms of the residence hall without delay;
  - f) regularly clean his/her own room and keep it organised, and leave shared things in order after use;
  - g) use the assets under his/her control or used by him/her in a proper manner;
  - h) support the Residence Hall Teacher's work by providing authentic data for resident registers and other documents;
  - i) pay residence hall fees in a timely manner;
  - j) support inspectors' work at residence hall inspections.
- (4) All residence hall residents of the University are expected to
- a) study with diligence showing the best of their abilities;
  - b) take part in the execution of the decisions of residence hall leaders and bodies of unions;
  - c) perform their duty undertaken in their position at the union to the best of their skills;
  - d) take part in the organization and conduct of cultural, sports and other leisure activities held by their basic communities.

## VII. THE RESIDENCE HALL RESIDENT'S DISCIPLINARY AND COMPENSATION LIABILITY; OTHER VIOLATIONS

### Article 20

- (1) The detailed rules of disciplinary and compensation liability are laid down in the Disciplinary and Compensation Policy of the University (Annex III.5 to the OOR).
- (2) For minor violations (e.g. failure to clean, disorder in the room, disrespectful behaviour, unauthorised guests, hosting of visitors in residence hall rooms, pets in the room, transfer of room key to third persons, failure to observe the fire safety requirements etc.), the residence hall resident shall be warned in words. The third verbal warning is automatically followed by a written warning.

## **VIII. RESIDENCE HALL FOR ADVANCED STUDIES**

### **ARTICLE 21**

- (1) The residence hall may perform the activities of, and operate as a residence hall for advanced studies. The Organizational and Operational Regulations of Bocskai István Residence Hall for Advanced Studies forms Annex 6 hereto.
- (2) The purpose of the residence hall for advanced studies is to provide high standard, quality professional training by developing a custom professional programme promoting the development and social involvement of especially gifted students, the availability of assets and personnel needed for the preparation for intellectual tasks, and the raising of professionally demanding intellectuals sensitive to social problems. The residence hall for advanced studies builds on the principle of self-governance and the voluntary activities of residence hall students. The membership of the residence hall decides, in particular, on the creation or termination of residence hall membership, the adoption of the organisational and operational regulations of the independent residence hall, the professional programme of the residence hall, and the requirements applicable to professional achievements related to the latter.
- (3) The residence hall for advanced studies may operate a scientific student group as well. A student may use the services provided by the residence hall for advanced studies, if he/she is not a member of the residence hall.

## **IX. FINAL PROVISIONS**

The wording of these consolidated regulations was approved by the Senate on 28 July 2017. Amendments of the regulations enter into force on 31 July 2017.

Budapest, 28 July 2017

Annex 1: Details of KRE Residence Halls

Annex 2: House Rules of KRE Residence Halls

Annex3: Application for Residence Hall Admission (for first-year and senior students)

Annex 4: Residence Contract

Annex5: Calculation of Scores for Applications for Residence Hall Admission

Annex 6: Organizational and Operational Regulations of Bocskai István College for Advanced Studies

Prof. Dr. Péter Balla  
Rector



**RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**

In Budapest

**Residence Hall of Ráday College**

Budapest, 1092  
Ráday u. 28  
phone: 06-1-218-0266  
fax: 06-1-217-2403

sleeping capacity: 110 persons

**Bethlen Gábor Residence Hall**

Budapest, 1116  
Temesvár u. 16-18  
phone: 06-1-203 23 84

sleeping capacity: 232 persons      of which for students: 216 persons  
of which for teachers: 8 persons  
of which for guests: 8 persons

**Benda Kálmán College for Advanced Studies of Humanities and Social Sciences**

Budapest, 1085  
Horánszky u. 26

sleeping capacity: 81 persons

**Bocskai István Residence Hall****It hosts Bocskai István College for Advanced Studies**

Budapest, 1042  
Hajnal u. 13  
phone: 06-1-370-99-84

sleeping capacity: 50 persons  
Additional capacity:  
2 rooms for visiting professors;  
1 room for foreign guest students;  
1 room for ad-hoc use by teachers.

**Óbuda Student Hostel – Rented Accommodation**

Budapest, 1037  
Kunigunda útja 25-27  
phone: -

sleeping capacity: 124 double rooms, 5 single rooms for a total of 253 persons

In Nagykőrös

Károli Gáspár University of the Reformed Church  
Nagykőrös College Faculty  
Nagykőrös  
Arany J. u. 28  
phone: 53-350-064  
fax: -

sleeping capacity: 100 persons

## **HOUSE RULES OF THE RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**

The House Rules include the requirements on community life, health, accident prevention and fire safety ensuring the proper use of the residence hall, as well as the rules and arrangements applicable to staying at the residence hall, or leaving the residence hall on a daily, temporary basis or finally.

All residence hall residents must observe and comply with the House Rules.

### **1. Rights of Residence Hall Residents**

- 1.1. Residence Hall residents may use the services provided by the residence hall, as well as all shared rooms.
- 1.2. Residence Hall residents may submit comments to the Secretary General concerning issues related to the residence hall and the house regulations.
- 1.3. Residence Hall residents may participate in the work of the Residence Hall Student Union Committee, where they can both vote for and elected to be members.

### **2. Obligations of Residence Hall Residents**

- 2.1. Residence Hall residents must observe the rules and regulations of the University, the Organizational and Operational Regulations of the residence hall and the House Rules, as well as use the assets given to or used by them in a proper manner.

### **3. Moving in the Residence Hall**

- 3.1. A student enrolled in the University and admitted to the residence hall may use the room allocated to him/her during the time specified in the notification of his/her admission.
- 3.2. New residence hall residents must report their residence address to the local government within 48 hours. The form is signed by the Residence Hall Teacher as the host.
- 3.3. Rooms may be exchanged during the first 3 weeks after moving in. After this, rooms may be exchanged once in every half year term, if justified. This requires mutual consent of the parties concerned. In the lack of this, rooms may not be exchanged.
- 3.4. In extraordinary cases, where the interests of the residence hall or the optimal management of places require so, students may be required to exchange rooms upon request of the Residence Hall Teacher, and they also have to make their rooms available to guests in case of University or residence hall events, against the reimbursement of their fee. Students shall be notified of this 7 days before in writing.
- 3.5. When moving in the residence hall, students must sign the residence contract, the House Rules, an extract of the Accident Prevention and Fire Safety Regulations, and then, he/she must take over the assets located in the room based on an inventory list.
- 3.6. Every residential unit is assigned one key, which the student leaving last has to deposit at the reception desk; it is forbidden to take it outside the area of the residence hall! When moving out, the room key must be given to the Residence Hall Teacher or the reception service upon the hand-over of the room.

### **4. Payment of the Residence Hall Fee**

- 4.1. Residence Hall residents are required to withdraw from their Neptun balance or pay in the residence hall fee until the relevant payment deadline.
- 4.2. The Residence Hall Teacher may lock out of the residence hall students who fail to clear their debts (residence hall fee, special procedural fee) within 30 days from the payment deadline.
- 4.3. In justified cases, the Residence Hall Teacher may allow a grace period of maximum 30 days for the payment (upon written request).
- 4.4. If the student has used the accommodation at the residence hall, but failed to pay the residence hall fee despite a warning even, the University shall have the right to issue a payment order for the collection of the overdue fee, while the student must move out of the residence hall immediately.

## 5. Residential Units and Rooms

- 5.1. The residents of a room assume responsibility for the furniture installed in the residential room and their condition. Every residence hall resident and visitor is responsible for preservation and proper use of the residence hall property.
- 5.2. If the key to a residential unit or room is lost, this must be reported to the residence hall reception service without delay. If a key is lost, the student must pay its price. It is forbidden to duplicate keys or give them to unauthorised persons!
- 5.3. The furniture of residential rooms must be used properly, and it is forbidden to transform, repaint or disassemble them. Residents must either restore or pay compensation for aesthetic damages arising from the insertion of nails or the use of stickers or adhesive tape.
- 5.4. Defects found in residential rooms or throughout the residence hall area (water, electricity, heating supply etc.) must be recorded in the defect log posted at the reception. In urgent cases, these must be reported without delay at the residence hall reception, and to the residence hall janitor or Residence Hall Teacher.
- 5.5. Having regard to the stock keeping regime, devices of the residence hall student worth more than HUF 30,000 may be operated in the residential room or shared kitchen subject to the Residence Hall Teacher's approval.
- 5.6. When leaving the residence hall, the room must be locked, all doors and windows must be closed, and electrical appliances must be switched off (except for the refrigerator).
- 5.7. Residential units and rooms, along with any equipment in them, are cleaned by the residents, who are held responsible for their cleanliness. The Residence Hall Teacher checks the order in rooms on days agreed in advance. The Residence Hall Teacher may check the order and cleanliness of room at any time, without notice too. If the room fails to meet the hygienic expectations and aesthetic requirements, the residents shall be given a written warning; if the order of a room is repeatedly found unsatisfactory, this may result in dismissal from the residence hall via a disciplinary procedure.
- 5.8. Electrical equipment may be operated in residential rooms in compliance with the relevant contact protection, public safety and fire safety requirements. It is **FORBIDDEN** to use cooking, boiling equipment in residential rooms!

## 6. Hosting Visitors

- 6.1. External visitors and guests must present an identifying document (ID card, student card, passport) at the reception. Visitors' names are recorded at the reception, along with the names and room numbers of students visited. The resident hosting the visitor assumes moral and financial liability for such visitor. He/she must make sure that the visitor leaves the residence hall building until 22.00 p.m.
- 6.2. The host must personally appear at the reception desk, and identify his/her visitor. If the receptionist cannot reach the host and the host has failed to report his/her arrival in advance, the visitor's entry may be refused.
- 6.3. Upon the visitor's departure, the host must accompany him/her to the reception. The receptionist records the time of departure. No visitor may stay on the residence hall area from 22.00 p.m. to 8.00 a.m.

## 7. Services of the Residence Hall

- 7.1. For washing, residence hall residents may use the washing and drying machines installed in the laundries within the building.
- 7.2. Irons, ironing board, cleaning kits, vacuum cleaners, pans and sweeps may be requested at the reception against presentation of the student card. After use, these tools must be returned to the reception without delay.
- 7.3. Cooking can be performed in the kitchenettes and kitchens made available on each floor. Kitchen tools, equipment and machines may be used in the kitchen only; they may not be carried in the rooms. Due to the high risk of infections and mass food poisoning (which would result in the immediate closure of the residence hall by the NPHMOS), it is **FORBIDDEN** to store unclean dishes, food remains in the kitchen or rooms!
- 7.4. Meetings not violating the House Rules of the residence hall may take place in a dedicated lounge.
- 7.5. The residence hall study room is available to residents through the whole day in exam periods; any talking or listening to radio/music player is only allowed, if it does not disturb residents staying there.
- 7.6. Residents may use the PC rooms of the residence hall. The rules governing the use of the room and PCs are communicated to residents at the beginning of the academic year by an appointed person. PCs may not be used, but for educational and electronic communications purposes.
- 7.7. Printers, copiers and fax machines may be used in the presence of the Residence Hall Teacher or the receptionist, and students are issued receipts of any payment.

- 7.8. Sports equipment of the residence hall (bats, rackets, balls) may be used against submission of the student card.
- 7.9. Residents' incoming mails are deposited by the receptionist in the mailboxes assigned to the rooms. Registered mail items, cash or packages mailed may be received from the Residence Hall Teacher or the receptionist.
- 7.10. The first aid kit is posted at the residence hall reception.
- 7.11. The residence hall reception operates 24 hour duty service.

## **8. Rules of the Residence Hall**

- 8.1. Residence Hall residents may enter the building by presenting their student or residence hall card. When entering, the presentation of the student or residence hall card is mandatory.
- 8.2. To ensure the peaceful relaxation of residents, no noise can be made in the residence hall from 22.00 p.m. to 08.00 a.m. (quiet rules). During this period, it is forbidden to perform any noisy activity liable to disturb residents. Residence Hall residents must not disturb their fellows' rest during daytime either.
- 8.3. In the course of the exam period, the quiet rules apply during daytime too, as a result whereof activities causing noise must be avoided.
- 8.4. Permission of the Residence Hall Teacher must be requested for all events (name day or birthday parties etc.) which are foreseen to take longer than allowed in the House Rules of the residence hall and to involve a company comprising more than 20 persons, and the same must be reported to the Secretary General. The request must be submitted in writing at least three days before the foreseen programme specifying the persons responsible for order and cleanliness and the main organiser. The room used must be cleaned and handed over to the Residence Hall Teacher until 9.00 a.m. next morning.
- 8.5. It is forbidden to lock out a roommate of a residential unit or room.
- 8.6. Announcements may be posted in dedicated places, on bulletin boards, with the Residence Hall Teacher's signature and a stamp.
- 8.7. It is strictly forbidden to smoke throughout the area of the residence hall and within a 5 meter distance from the building entrance! Smoking is allowed in the dedicated smoking place located in the residence hall yard.
- 8.8. It is strictly forbidden to bring, store or consume alcoholic beverages or drugs in the residence hall area!
- 8.9. In the residence hall, everyone is required to observe the fire safety, accident prevention and hygienic rules.
- 8.10. Residence Hall residents must use electricity and water in an economical manner. Lamps must be switched off and taps must be turned off upon leaving the toilets, shower rooms and other shared rooms.
- 8.11. In kitchens and residential rooms, food and food remains may not be stored, but in refrigerators. It is strictly forbidden to leave unclean dishes in kitchens and residential rooms.
- 8.12. Residents must empty the trash bins on a daily basis.
- 8.13. It is forbidden to throw anything out of the window, sit on the window sills or climb out of the window!
- 8.14. It is forbidden to speak aloud, play music, sing or otherwise disturb residents after 22.00 p.m., or consume alcoholic drinks at any time of the day in front of the building or in the yard.
- 8.15. It is forbidden to take pieces of the equipment or furniture of shared rooms (iron, ironing board, kitchen stuff, table, chair, armchair etc.) in residential rooms.
- 8.16. It is forbidden to store in the corridor, move from one room to another or dispose pieces of the equipment or furniture of the rooms. It is also forbidden to store waste or anything else in the corridor, or leave the same outside.
- 8.17. It is forbidden to keep animals throughout the area of the residence hall.
- 8.18. If a disciplinary violation, emergency or other disorderly conduct is suspected, the Residence Hall Teacher has the right to enter residential rooms (using a replacement key even) and take action. If the Residence Hall Teacher is unavailable, the receptionist on duty may also take action.

## **9. Leaving the Residence Hall**

- 9.1. Any absence in excess of one week must be reported to the Residence Hall Teacher specifying contact details or an address, where possible.
- 9.2. At the end of the spring semester, but no later than on the day following the exam period, residence hall students must move out of the residence hall. If one's stay overlaps into July, he/she must pay a proportional residence hall fee.
- 9.3. The intention to move out must be reported to the Residence Hall Teacher at least 30 days before. When moving out of the residence hall, the room must be handed over clean and in line with the inventory list, along with the keys, to the Residence Hall Teacher.
- 9.4. Unjustified moving out during the year will be considered a negative factor in next year's admission procedure.

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- 9.5. Summer accommodation at the residence hall may be applied for in writing from the Residence Hall Teacher, who may offer the same, subject to the availability of places, either in a specific room, or at another residence hall of the University.

### **10. Miscellaneous**

- 10.1. Residents sharing a room must reach an agreement concerning all matters not violating the Civil Code or the Criminal Code, and not running counter the House Rules of the residence hall. Otherwise, all residence hall residents have a right of veto.
- 10.2. Should any residence hall student have any reporting need or concern relating to the work of the residence hall staff, he/she must report it to the Secretary General in writing.
- 10.3. Compliance with and enforcement of the provisions of the House Rules of the residence hall are supervised by the Residence Hall Teacher assisted by the Residence Hall Student Union Committee.

## Annex 4

Room No.: **SSZ**

### RESIDENCE CONTRACT (Financial Status)

concluded between ..... *Residence Hall of Károli Gáspár University of the Reformed Church in Hungary (University)*,  
and

..... **Printed Name** ..... student, NEPTUN code: ..... **NEPTUN** .....

as a resident of the residence hall.

For the **academic year** ....., the Residence Hall provides accommodation for the said student.

The residence hall student undertakes to pay the residence hall fee amounting to **HUF SUM/month** by bank transfer to the summary account of the University, and pay in the NEPTUN system until the deadline specified for the given item.

The residence hall student understands that:

- if he/she fails to meet the payment obligation until the deadline specified, he/she shall be charged **default interest** (based on the table of Service Rates), which shall also be paid in via the NEPTUN system.
- if he/she fails to meet the payment obligation within 30 days from the deadline, he/she must immediately move out of the residence hall.
- if he/she moves out of the residence hall without reason, he/she must pay, in addition to the fee for the month of moving out, the fee for the time remaining from the academic year, but a maximum of 2 months' residence hall fee. Moving out is deemed justified, if it occurs by reason of a previously notified study trip or the termination of the student status.
- he/she must report his/her intention to move out at least one month before.

In addition to the residential room, the residence hall resident may use the shared rooms in line with the provision of the **House Rules**. As a residence hall resident, the student accepts the requirements laid down in the **Organizational and Operational Regulations** of the University, and his/her conduct and lifestyle are consistent with the reformed beliefs of the University.

I declare that I shall separately declare my valuables worth more than HUF 30,000 when moving in, using the Valuables Report Form.

I declare that I shall comply with the **House Rules, assume responsibility for the cleanliness of my room**, use the technical appliances in the building in an appropriate manner, **report and pay compensation for all damages** in the equipment made available to me, and observe the rules of selective waste collection. I understand that the Residence Hall Teacher and the representative of the Student Union shall check the order and cleanliness of the rooms on a weekly basis.

I understand that, when moving out of the residence hall, **the time of which I shall consult with the Residence Hall Teacher during working hours, I have to personally give an account of the pieces of equipment and furniture, and hand over the refrigerator in the room disconnected and defrosted, and the room in a clean, orderly condition in the presence of the Residence Hall Teacher.** I understand that, if the said hand-over fails to take place, **I will continue to receive invoices of the residence hall fee.**

Moving in date: day ..... of month..... , year 20..

..... Seal .....  
Residence Hall student's signature University

**Moving out** date: ..... day ..... of month ..... , year

The residence hall bed and pieces of equipment have been handed over officially, the residence hall student has no outstanding fee at the time of moving out. The student has accepted all other payment obligations, in line with Article 18 (4) f) of the Residence Hall Regulations.

.....  
Residence Hall student's signature University