

KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**VOLUME THREE****STUDENT REQUIREMENT SYSTEM****III.4. RESIDENCE HALL REGULATIONS**

Pursuant to Act CCIV of 2011 on national higher education (hereinafter referred to as the "Higher Education Act") and Government Decree 51/2007 (26 March) on the benefits and fees of students in higher education (hereinafter referred to as the "Government Decree"), the Senate (hereinafter referred to as the "Senate") of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the "University") adopts the following Residence Hall Regulations of the University (hereinafter referred to as the "Regulation"):

GENERAL PROVISIONS**Article 1¹**

(1) The University operates residence halls to provide accommodation for students. The Regulation applies to all residence halls, colleges for advanced studies (hereinafter collectively referred to as "residence halls") and other rented accommodation operated by the University.

(2) The Senate decides on the foundation or takeover of a residence hall and on the establishment of a tenancy. Details of the 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 residence hall is primarily used to accommodate students who need accommodation for social reasons and who prove to be worthy of it through their academic progress, community work and behaviour. Residence halls serve to support the education of professional intellectuals, and to nurture and further develop the heritage of Reformed colleges in Hungary.

(2)² During the fulfilment of study obligations specified in the programme and outcome requirements and the curricula, the residence hall places are (primarily) available to accommodate full-time students, state-funded doctoral students and students in need of residential care who have their permanent residence outside the administrative boundaries (municipality) of the place of training. Exceptions to this rule are full-time students of the Faculty of Theology and students who have active status in or have been admitted to the training location of the Faculty of Pedagogy in Nagykőrös, all of whom are eligible for residence hall accommodation.³ The residence hall can also accommodate local students who prove to be worthy of the place through their academic progress, community work and behaviour and need accommodation for social reasons.

(3) In order to fulfil the task, set out in section (1), the residence hall shall create and continuously provide the necessary conditions for studying and shall offer students the opportunity to learn and to develop their talents. The residence hall also organises and supports the students' cultural activities, physical exercise and cultured entertainment.

¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

(4) From the start of the study period until the end of the examination period, residence halls may also host guests, such as, but not limited to, visiting lecturers, guests from the Church, visitors to University events, up to the available capacity.

Article 3

Residence halls operate within the limits approved in the annual budget. The director of the residence hall is responsible for the management.

Article 4⁴

The activity of the residence hall is supervised by the vice-rector for academic affairs.

Article 5

(1) Residence halls represent the reformed spirit of the University. Their task is to develop a Christian community life, and to this end to provide for the exercise of faith.

(2)⁵ In the residence halls in Budapest, pastoral care is provided, devotions, Bible study groups and other spiritual occasions are organised and lead by the pastor(s) of the University. The schedule of the fixed events is announced on the notice boards of the residence halls in the first week of the academic year.

II.

MANAGEMENT OF RESIDENCE HALLS

Article 6⁶

⁷Residence Halls operate under the direction of the faculty leaders (in the case of other rented accommodation, the vice-rector for academic affairs) specified in the Organizational and Operational Rules (hereinafter: OOR), with the assistance of residence hall teachers who carry out educational work in the residence halls, under the supervision of the vice-rector for academic affairs.

Article 7

RESIDENCE HALL TEACHER

The residence hall teacher:

- a) ensures that the residence hall operates in accordance with the educational objectives and regulations of the University; to this end, solves current operational problems;
- b) directs the educational work in the residence hall;
- c) cooperates with the Students' Union;
- d) may, without initiating a disciplinary procedure in the residence hall, give verbal or written warnings to persons violating the regulations or the house rules (as laid down in Article 20 of this Regulation)⁸;
- e) ⁹in case of violation of the Disciplinary and Compensation Regulation (OOR, III.5 of the Student Requirement System), he/she immediately notifies the person exercising the disciplinary authority for the residents of the residence hall;

⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁵ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁶ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁸ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- f) ensures the accurate and timely provision of data and statistics requested by the Rector or the Minister responsible for higher education;
- g) implement and enforce the decisions of the Senate concerning residence halls;
- h) ensures that all property protection, fire safety and work safety regulations are observed and enforced,
- i) organises the residence hall admission procedure;
- j) initiates the suspension of any decisions of the Students' Union concerning the residence hall that violate the law or university regulations;
- k) ¹⁰may initiate action by the director of the residence hall on matters concerning the residence hall;
- l) takes part in the development of community life at the residence hall;
- m) helps the integration of residence hall residents;
- n) assists and supervises the compliance with the provisions of the House Rules and the norms of coexistence in the residence hall;
- o) checks, on a daily basis, the cleanliness of common areas (lounges, study rooms, smoking area, kitchens, corridors, toilets, laundry rooms, separation room) and the condition of the equipment and facilities in them;
- p) checks the cleanliness of rooms of the residents and the condition of the equipment and facilities in them;
- q) ensures that the residents of the residence hall maintain the technical condition and operability of the premises used by them;
- r) ^{11 12}calls the doctor or the ambulance, when needed. If fire or any extraordinary event is detected, he/she must take the appropriate measures: immediately notifies the fire brigade, the police, the reception service, and the director of the residence hall;
- s) ¹³takes measures and helps in all cases in which students or guests turn to him/her with complaints or comments;
- t) checks and supervises mid-year accommodation in the residence hall (registration of headcount, room occupancy, payment of fees), and keeps up-to-date records;
- u) notifies students of their admission or rejection of admission;
- v) in connection with his/her tasks and activities in the residence hall, contributes to the preparation of students for an intellectual career;
- w) supervises the move-in and move-out of students and the inventory of rooms; prepares room assignments;
- x) contributes to the organisation of residence hall events;
- y) convenes a residence hall meeting once a semester;
- z) supervises the work of the receptionists and cleaners.

Article 8

RECEPTIONIST

The receptionist is an employee who is responsible for the protection of persons and property of the residence hall, whose tasks include:

- a) checking arrivals and departures to prevent anyone from entering the rooms outside the persons and time limits authorized by the regulation;

¹⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- b) protecting the general assets of the residence hall, keeping records of incoming and outgoing assets;
- c) ¹⁴receiving and accommodating visitors and paying guests in the absence of the residence hall teacher, and performing the related administration;
- d) proper handling of objects and keys placed at the reception desk;
- e) warning undisciplined persons who violate the rules of the residence hall to observe the rules, recording the names of the students who violate the rules, and forwarding them to the residence hall teacher;
- f) keeping the public area in front of the residence hall building clean, clearing snow and ensuring that the ground does not slip in winter, placing dustbins and selective bins on garbage collection days, and returning them to the dustbin storage after emptying.

Article 9

CLEANER¹⁵

The cleaner's tasks include:

- a) keeping the common areas of the residence hall clean on a daily basis on weekdays;
- b) cleaning the accommodation and changing the bed linen when guests come;
- c) thorough cleaning of the kitchen and common areas;
- d) compiling a list of cleaning products required for his/her work,
- e) reporting breakdowns and damages;
- f) managing the stock of supplies inventory required for his/her work, requesting the replacement of consumables and materials;
- g) checking the rooms after departure of the visitors and paying guests of the University, reporting any observations.

III.

REPRESENTATION OF RESIDENCE HALL STUDENTS

Article 10

(1) Residence Hall students are represented by the Students' Union. In each residence hall, the Students' Union sets up a five-member Residence Hall Self-Governing Committee.

- a) If the residence hall is controlled by the rector, the Residence Hall Self-Governing Committee is established by the Students' Union of the University on the recommendation of the residence hall teacher.¹⁶
- b) If the residence hall is headed by a faculty, the Residence Hall Self-Governing Committee is established by the Students' Union of the relevant faculty, by election or appointment.

(2) The rules of procedure of the Residence Hall Self-Governing Committee are laid down in the statutes of the Students' Union.

(3)¹⁷ The minutes of the meetings of the Residence Hall Self-Governing Committee shall be made available to the residence hall students within five days after the meeting, and sent to the dean, the residence hall teacher and the director of the residence hall.

¹⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁵ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

¹⁶ Added by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

¹⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

- (4) The tasks of the Residence Hall Self-Governing Committee are, in particular:
- a) to represent the interests of residence hall students;
 - b) to monitor compliance with the Organisational and Operational Rules of the Residence Hall and its Annexes;
 - c) to plan, organize and control the value creating (academic, cultural and sports) activities in the residence hall in cooperation with the residence hall teacher;
 - d) to initiate, organize, manage and supervise residence hall events;
 - e) to delegate two students to the Residence Hall Committee from among the students of the residence hall;
 - f) to inform the person exercising disciplinary authority, if necessary, of the activities and behaviour of students violating the rules.

IV.

RULES OF OPERATION OF THE RESIDENCE HALL

Article 11

(1) The residence halls of the University operate in accordance with the provisions set out in this Regulation and its Annexes.

(2)¹⁸ The residence hall operates continuously during the study and examination period. The reception service is on call 24 hours on weekdays and public holidays. In the event of an extraordinary breakdown or emergency, the residence hall teacher must be notified without delay. The provisions of the Work Safety and Fire Safety Rules and the public health and hygiene regulations of the National Public Health Center (Hungarian abbreviation: NNK) must be observed in the residence hall.

(3) The residence halls of the University do not provide meals. The kitchen can be used in accordance with its intended purpose, in compliance with the work and fire safety rules and hygiene regulations.

(4) Residence hall rooms may only be used properly, for the purpose for which they were designed. The use of the room for other purposes shall require the residence hall teacher's prior permission.

V.

ACCOMODATION IN RESIDENCE HALLS, ADMISSION PROCEDURE

Article 12

The residence hall membership is established when the student enrolled at the University has been admitted to the residence hall, has moved in and has signed the "Residence Contract" included in Annex 4 of this Regulation.

Article 13

(1)¹⁹ Residence hall accommodation is granted through an application. Due to the limited number of available places, the residence halls will primarily accommodate the following students:

- a) ²⁰full-time students of the University;
- b) students studying in the framework of international cooperation;

¹⁸ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

²¹The University provides residence hall accommodation for full-time students up to the age of 35.

(2) When evaluating applications, preference shall be given to disadvantaged students who are unable to start or continue their studies due to lack of accommodation in the residence hall. Preference shall also be given to students who are considered disadvantaged and multiply disadvantaged under the Higher Education Act.

(3)²² Scoring system for the assessment of residence hall applications is included in Annex 5 of this Regulation.

(4)²³ Students are entitled to residence hall accommodation for the official duration of their study programmes defined in the programme and outcome requirements, for a maximum of 4, 6, 7, 8, 10, 11 or 12 semesters, according to their study programmes, or for 8 semesters in doctoral training. Applications for residence hall accommodation beyond the official duration of the study programme are assessed separately, on the basis of specific – primarily organisational and economic – criteria.

(5)^{24 25 26} Admissions for residence hall accommodation shall be applied for annually, by submitting the electronic request form “Application for Residence Hall Admission” available in the electronic request management system in Neptun, and the required attachments listed in Annex 3 of this Regulation. If the “Application for Residence Hall Admission” is submitted inappropriately (not in Neptun) or after the deadline, the Residence Hall Committee (hereinafter referred to as the Committee) will reject the application without consideration. In the residence hall admission procedure, the time available for correcting deficiencies is 8 days.

(6)²⁷ The Committee decides on the assessment of the applications. The Committee consists of at least 3 up to 5 members: 1 student member is delegated by the University’s Students’ Union; the employee members are appointed by the director of the residence hall.

(7) When assessing the application, the following aspects shall especially be considered, in the following order:

- a) social situation,
- b) academic achievements,
- c) distance between the place of study and place of residence,
- d) community work.

(8)^{28 29} The scores that can be awarded for each criterion during the assessment of the applications for admission to the residence hall are laid down in Annex 5 of this Regulation. The processing of the documents certifying social situation is carried out by the competent committee of the Students’ Union under the direction of the responsible person of the Student Welfare Committee of the Students’ Union of the University, in accordance with the provisions of Article 30 (8) of the Regulation on Student Fees and Benefits (OOR, III.2 of the Student Requirement System).

²¹ Amended by Senate Resolution No. 49/2020. (III.30.), effective from 30 March 2020.

²² Deleted by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

²⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²⁵ Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

²⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

²⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²⁸ Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

²⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

Article 14

(1)^{30 31 32}The deadline for submission of the applications for admission to the residence halls is 10 August for students admitted to the first year (hereinafter referred to as first-year students), and 15 July for senior students. Applications for admission must be submitted electronically through the Neptun Request Management System.

(2)³³ Decisions on the applications for admission of first-year students and on the applications of senior students must be taken by 25 August at the latest.³⁴

(3)^{35 36}Students can download the information necessary for applying for a residence hall accommodation. In the case of applications for colleges for advanced studies, the necessary documents can be downloaded from the University's website. The registrar's office will send a notification to first-year students at the same time as the notification of admission.

(4) The scoring system, the documents to be submitted and the deadlines (application and notification) for admission to the colleges of advanced studies is determined by the head of the college for advanced studies for the given academic year.³⁷

Article 15

(1) Study criteria for the assessment of applications for admission:

- a) for senior students, the academic results achieved in the previous academic year;
- b) for first-year students, the admission scores.

(2) Social aspects of the assessment of applications for admission:

- a) the applicant's family background (number of siblings, their pupil or student status (primary, secondary school, higher education));
- b) his/her financial situation, income (average income per capita);
- c) distance between the University and the place of residence;
- d) studies at risk due to circumstances requiring special equity (health problem), family and social circumstances (orphan, half orphan, child of divorced or unemployed parents).

(3)³⁸ A student may not be admitted to the residence hall if he/she

- has previously been punished in a disciplinary procedure;
- has an outstanding debt to the University;
- has a passive semester in the given academic period;
- has received 2 written warnings in connection with his/her residence hall membership.

³⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³¹ Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

³² Amended by Senate Resolution No. 115/2021. (V.31.), effective from 1 June 2021.

³³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³⁴ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

³⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

³⁷ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

³⁸ Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

Article 16³⁹

Before moving in, students admitted to the residence hall are required to submit a medical certificate not older than 30 days stating that they do not suffer from an infectious disease. In the absence of the certificate, the student may not move in.

Article 17⁴⁰

(1) The residence hall membership is for one academic year lasting until the end of the spring/summer examination period, but no later than 15 July of the year in question. The higher education institution shall report to the Higher Education Information System the student's data related to the residence hall membership, the establishment and termination of the membership, and any changes in the student's data or membership data within 15 days.

(2) Residence hall membership is terminated if:

- a) the admitted student fails to move in by the deadline specified in the admission notice, and is not given permission to postpone the move to another date;
- b) he/she does not live habitually in the residence hall;
- c) he/she does not pay the monthly residence hall fee despite a reminder;
- d) ⁴¹he/she does not meet the academic or examination requirements for the semester (at least 20 credits in credit-based education system), or does not take courses worth at least 20 credits;
- e) he/she terminates the residence hall membership;
- f) he/she is dismissed;
- g) ⁴²his/her student status is terminated.

(3)⁴³ The following persons are entitled to residence hall accommodation during the summer holidays:

- a) doctoral students, against payment of the residence hall fee established by the Senate for residence halls operated by the University as well as students carrying out academic, scientific or public activities, against the same fee, with the approval of the head of the relevant faculty, for the duration of the activity;
- b) orphans, students grown up in state care as well as students who, upon their request, are allowed by the residence hall teacher to stay in the residence hall in view of their social circumstances, against payment of the residence hall fee established by the Senate for residence halls operated by the University;
- c) foreign students whose residence hall accommodation has been undertaken by the University as part of the scholarship programme.

(3a) Regarding accommodation in residence halls during the summer holidays,

- a) students of the University who does not fall within the scope of points a)-b) of Section 3), shall pay the fee set by the Senate for residence halls operated by the University;
- b) the University may sell accommodation to the vacant places in the University's residence halls, the fee for which is set by the Senate;
- c) conditions set by the Service Provider shall apply to rented accommodations during the summer holidays.

(4) Aspects of hosting guests:

³⁹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴² Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁴³ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

- a) in the case of residence halls operated by the University, students must follow the instructions of the House Rules annexed to this Regulation;
- b) in the residence halls operated by the University, reception of guests is possible on payment of a fee determined by the Senate;
- c) as regards reception of guests in rented accommodations, students must comply with the terms and conditions of the Service Provider. The time and fee for the reception of guests is determined by the Service Provider.

Article 18

(1) Students must move in the residence hall during the period specified in the admission notice. Deviation from this can only be made upon notification, with the written permission of the residence hall teacher.

(2)⁴⁴ Students may be absent from the residence hall – except during the examination period – for a maximum of one month without a separate request (certificate), but they are still required to pay the fee. Beyond the one-month period, the student's residence hall status shall be terminated on the following day according to point b) of Article 17 (2).

(3)⁴⁵ Students may move from one residence hall to another by an exchange authorized by the residence hall teacher, up to one time⁴⁶ in a semester. The vice-rector for academic affairs shall be informed accordingly.

(4)^{47 48} In the residence halls, students are required to pay the fee indicated in Annex 7 to this Regulation through the Neptun joint account. Annex 7 containing the table of residence hall fees for the following academic year shall be approved by the Senate by 30 June preceding the academic year.

Technical rules for the payment of residence hall fees and related late payment fees⁴⁹:

- a) In the order of payments, the late payment fee⁵⁰ has a priority, so the payment of the late payment fee⁵¹ must precede the payment of the residence hall fee for which it is due.
- b) Students admitted to the residence hall in the admission procedure must pay the relevant residence hall fee by the payment deadline.
- c) Paid and completed financial items will be checked on the 16th day after the deadline for payment. If the student has not met his/her payment obligation by the deadline, a late payment fee will be charged according to the applicable Table of Service Fees of the Regulation on Student Fees on Benefits. Thereafter, the student is reminded in a Neptun message to complete the unpaid fees by the 30th day after the deadline. The Neptun message is a reminder and will incur a late fee penalty.^{52 53}

For foreign students participating in international study abroad programmes or degree programmes in a foreign language at the University who are obliged to pay a residence hall fee, no late payment fee is charged for the late payment of the first month's residence hall fee after the student has moved in, but a late payment fee is charged for the late payment of the second

⁴⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁶ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁴⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁸ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁴⁹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵⁰ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵¹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵² Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

or subsequent month's residence hall fee according to the Table of Service Fees of the Regulation on Student Fees and Benefits, in accordance with the procedure established for students enrolled in other study programmes.

- d) If the student fails to pay his/her debts (residence hall fee, late payment fee⁵⁴) by the 30th day after the deadline, the student will lose his/her residence hall status without any further reminder, notice or investigation, which can only be restored by a new admission procedure or by submitting a new application for admission. The student must pay his/her overdue, unpaid debts, including the late payment fee⁵⁵, even after the termination of his/her residence hall status.⁵⁶
- e) Students who move in mid-month shall pay a proportional residence hall fee. (Proportional residence hall fee: part of the monthly fee divided into thirds. Full monthly fee if the move-in takes place until the 10th day of the month, 2/3 monthly fee if it takes place until the 20th, and 1/3 monthly fee if the student moves in between the 21st day and the last day of the month.)⁵⁷
- f) In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Article 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.

If the student terminates his/her residence hall membership by giving notice according to point f) of Article 17 (2) and can credibly prove that the reason for the termination is a study abroad programme or a compulsory internship, the student shall only pay the residence hall fee in proportion to the time of his/her actual stay.

If a foreign student participating in an international study abroad programme or degree programme in a foreign language at the University, who is obliged to pay a residence hall fee, terminates his/her residence hall status upon completion of the program, and returns home abroad in accordance with point g) of Article 17 (2), and in view of this, his/her residence hall membership is terminated, even during the academic year, the student shall only pay the residence hall fee in proportion to the actual period of residence. No residence hall fee is payable by students who are studying in the framework of scholarship programmes and who are provided with residence hall accommodation free of charge.^{58 59}

- g) In cases other than the above, the director of the residence hall has the right to decide.

(5)⁶⁰ Every year, the director of the residence hall shall conclude a residence contract with the lecturers, staff members who live in the residence hall, who shall pay the fee determined in the Senate resolution.

(6)⁶¹ By way of derogation from Article 4) d), if the student is unable to pay his/her debts (residence hall fee, late payment fee) by deadline, he/she may request a change of the payment deadline on social grounds in advance, but no later than the day of the payment deadline, in a request addressed to the director of the residence hall. Upon the student's request, the director of the residence hall may grant the student a maximum of 30 days' deferral of payment in the decision taken on the request. The student may have a deferral of payment for a maximum of one fee at a time. If the deferral of payment has expired without result, the 30-day period referred to in point d) of Article (4) shall start on the day following the expiry of the deferral.

⁵⁴ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵⁵ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁵⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁵⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁵⁸ Amended by Senate Resolution No. 5/2020. (I.29.), effective from 1 February 2020.

⁵⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁶⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶¹ Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

VI.**RIGHTS AND OBLIGATIONS OF RESIDENCE HALL STUDENTS****Article 19**

- (1) The rights and obligations of students of higher educational institutions are laid down in the Higher Education Act, in the legislation in force and in the Organisational and Operational Rules of the University (hereinafter referred to as "OOR"), which also apply to residence hall students.
- (2) The rights of a residence hall student include, in particular:
- a) participation in the work of the Residence Hall Self-Governing Committee, where he/she can vote and can be elected;
 - b) making use of the services of the residence hall, and the study, cultural, leisure and sporting possibilities provided by the residence hall in compliance with the necessary constraints of coexistence and duty to care;
 - c) participation in residence hall events,
 - d) unhindered use of the accommodation allocated to him/her as well as the use of the common area;
 - e) ⁶²contacting the Residence Hall Self-Governing Committee, the residence hall teacher or the director of the residence hall with personal or community issues in connection with the residence hall or his/her residence hall membership;
 - f) all the additional rights granted to him/her by the Organizational and Operational Rules of the residence hall.
- (3) The residence hall student is obliged to:
- a) observe and comply with the rules of the University and the Organizational and Operational Rules of the residence hall and their annexes;
 - b) maintain the reputation of the University and the residence hall;
 - c) comply with the work safety, accident prevention, fire safety and hygiene rules (the order and rules of cleaning can be obtained in the residence hall)⁶³;
 - d) compensate the residence hall for damages caused intentionally or negligently;
 - e) report any faults or damages discovered in the common area without delay;
 - f) clean and tidy his/her own room regularly, and leave common objects in good order after use;
 - g) use the equipment entrusted to or used by him/her as intended;
 - h) facilitate the residence hall teacher's work by providing authentic data for the housing register and other documents;
 - i) pay residence hall fees on time;
 - j) assist the inspectors' work during residence hall inspections.
- (4) All residence hall students of the University are expected to
- a) study diligently to the best of their abilities;
 - b) take part in the implementation of decisions of the residence hall management and self-governing bodies;
 - c) perform the duties of their elected office to the best of their abilities;
 - d) take part in the organization and implementation of professional, cultural, sports and other leisure activities organized by their communities.

⁶² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶³ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

VII.**DISCIPLINARY AND COMPENSATION LIABILITY OF RESIDENCE HALL STUDENTS,
OTHER INFRINGEMENTS****Article 20**

(1) The disciplinary and compensation liability and the detailed rules of procedure are laid down in the University's Disciplinary and Compensation Regulation (OOR, III.5).

(2)⁶⁴ Minor offences include, in particular: causing and tolerating disorderly conditions in the accommodation unit; unauthorized activities involving noise (see Annex 2, point 8.6); minor damage to rooms; moving furniture without permission; failure to sign the residence contract and the moving out declaration.^{65 66}

(3)⁶⁷ More serious offences include, in particular: failure to clean the common areas; disrespectful behaviour, behaviour incompatible with Reformed Christian morals, scandalous behaviour in public; obscene behaviour; receiving guests and visitors in the residence hall room without the permission of the authorized person; keeping animals (except assistance dogs); handing over the room key to unauthorized persons; non-compliance with fire safety regulations.⁶⁸

(4)⁶⁹ In the case of minor or more serious offences, the residence hall teacher may address a verbal or written warning to the residence hall student. The third verbal warning will result in a written warning, regardless of the seriousness of the offence. The second written warning will result in the rejection of the application for admission to the residence hall for the following academic year. The student may appeal against the decision in accordance with the provisions of the Procedure for Student Legal Remedy of Károli Gáspár University of the Reformed Church in Hungary.⁷⁰

VIII.**COLLEGES FOR ADVANCED STUDIES****ARTICLE 21**

(1)⁷¹ The residence hall may perform the activities of a college for advanced studies, and may operate as a college for advanced studies. The Organizational and Operational Rules of colleges for advanced studies are set out in Annex 8 and 9.

(2) The aim of the college for advanced studies is to provide high quality professional training by developing its own professional programme, helping to nature the talents of outstanding students, to promote their active participation in public life, to create the material and personal conditions for preparing them for intellectual tasks, and to educate professionally demanding intellectuals who are sensitive to social problems. The college for advanced studies is based on the principle of self-governance and the self-activity of its members who decide, in particular, on the creation or termination of college membership, the adoption of the organisational and operational rules of the autonomous

⁶⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶⁵ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁶⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁶⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶⁸ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁶⁹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷⁰ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁷¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

college for advanced studies, its professional programmes and the requirements for related professional performance.

(3) The college for advanced studies may also have a scientific students' association group. Services of the college for advanced studies may also be used by students who are not members of the college for advanced studies.

IX.

FINAL PROVISIONS

The consolidated text of this regulation, as amended, was adopted by the Senate on 23 July 2021. Amendments of the regulation shall enter into force on 24 June 2021.

Budapest, 24 June 2021.

Dr. Ágnes Czine

Acting Rector

Annexes

Annex 1: Details of the University's Residence Halls

Annex 2: House Rules of the Residence Halls of Károli Gáspár University of the Reformed Church in Hungary

Annex 3: Application for Residence Hall Admission (for first-year and senior students) (available in Hungarian)

Annex 4: Residence Contract

Annex 5: Moving Out Declaration⁷²

Annex 6: Scoring of the Application for Residence Hall Admission (available in Hungarian)

Annex 7: Residence Hall Fees⁷³

Annex 8: Organizational and Operational Rules of Bocskai István College for Advanced Studies (available in Hungarian)

Annex 9: Organizational and Operational Rules of Benda Kálmán College of Excellence (available in Hungarian)⁷⁴

⁷² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷⁴ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

Annex 1⁷⁵**RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH
IN HUNGARY**

In Budapest

Ráday Residence Hall (*the residence hall is temporarily closed⁷⁶*)

1092 Budapest, Ráday u. 28.

phone: 06-1-218-0266

fax: 06-1-217-2403

places: 110

Bethlen Gábor Residence Hall

Budapest, 1116 Budapest, Temesvár u. 18.

phone: 06-1-203-23-84

places: 232

of which students: 216,

teaching staff: 8,

guests: 8

Benda Kálmán College of Excellence in Humanities and Social Sciences

1085 Budapest, Horánszky u. 26.

places: 81

Bocskai István Residence Hallwithin this, **Bocskai István College for Advanced Studies**

1042 Budapest, Hajnal u. 13.

phone: 06-1-370-99-84

places: 50

in addition:

2 rooms for visiting professors;

1 room for foreign guest students;

1 room for occasional accommodation for teaching staff.

Óbuda Student Hostel – Rented Accommodation⁷⁷

1037 Budapest, Kunigunda útja 25-27.

phone: -

places: 339, in 167 double rooms and 5 single rooms

In Nagykőrös

⁷⁸Nagykőrös Residence Hall of the Faculty for Pedagogy

2750 Nagykőrös, Arany J. u. 28.

phone: 53-350-064

places: 82

⁷⁵ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁷⁶ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷⁷ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

⁷⁸ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

in Kecskemét⁷⁹

Korall Residence Hall – rented accommodation

6000 Kecskemét, Jász u. 32.

places: 30

⁷⁹ Amended by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

HOUSE RULES OF THE RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY⁸¹

The House Rules contain the rules of coexistence, health safety, accident prevention and fire safety to ensure the proper use of the residence hall, as well as the rules and regulations for staying in the residence hall, and for leaving it daily, temporarily and permanently.

Compliance with the House Rules is mandatory for all residents.

1. Rights of Residence Hall Residents

1.1. The residents of the residence hall can use the services provided by the residence hall and can use the common area.

1.2.⁸² The residents can make comments on all matters concerning the residence hall and its internal regulations to the director of the residence hall.

1.3. The residents can participate in the work of the Residence Hall Self-Governing Committee, where they can vote and be elected.

2. Obligations of Residence Hall Residents

2.1. Residents are obliged to observe and comply with the rules and regulations of the University, the Organizational and Operational Rules and the House Rules of the resident hall, and to use the equipment entrusted to them or used by them, as intended.

3. Moving in the Residence Hall

3.1. A student enrolled at the University and admitted to the residence hall may use the residence hall accommodation allocated to him/her during the period indicated in the admission notice.

3.2.⁸³ New residents must register their address with the local government. The form obtained from the local government is signed by the residence hall teacher as the accommodation provider.

3.3. It is possible to change rooms during the first 3 weeks after moving in. After this, if justified, a room change may take place once in a semester. This requires the mutual agreement of the parties concerned. In the absence of this, it is not possible to change rooms.

3.4. At the initiative of the residence hall teacher, in exceptional cases, if the interests of the residence hall and the optimal use of space so require, students may be required to change rooms, and have to give their rooms to guests on the occasion of university or residence hall events, against reimbursement of the fee. Students must be notified 7 days in advance in writing.

3.5. When moving into the residence hall, students are obliged to sign the residence contract, to read and accept the House Rules and the accident prevention and fire safety regulations, and to take over the equipment in the room on the basis of an inventory.

⁸⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁸¹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁸² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁸³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

3.6. Where there is a key to the accommodation unit, the last student to leave the room must always hand in the key at the reception; it is strictly forbidden to take it out of the residence hall. When moving out and handing over the room, the room key must be handed over to the residence hall teacher or the receptionist.

4. Payment of the Residence Hall Fee⁸⁴

4.1. Residents of the residence hall are required to pay the agreed residence hall fee from their Neptun balance by the payment deadline.

4.2. The residence hall status of residents will be terminated if they do not pay their debts (dormitory fee, late payment fee) by the 30th day after the payment deadline.

4.3. In justified cases, the director of the residence hall may grant a deferral of payment up to 30 days (upon written request).

4.4. If the student has used the residence hall accommodation, but has not paid the residence hall fee by the extended deadline in accordance with 4.3., the University is entitled to issue a payment order to collect the outstanding fee and the student is obliged to move out of the residence hall immediately.

5. Accommodation Unit and Room

5.1. The occupants of the room are responsible for the furnishing of the rooms, and for keeping them in good condition. All students and visitors are responsible for the protection and proper use of the property of the residence hall.

5.2. The loss of the key to the accommodation or room must be reported at the residence hall reception without delay. The student must pay the cost of changing the lock. It is forbidden to copy or hand over the key to an unauthorized person.

5.3. Furniture, doors and windows in the room must be used as intended at all times, they must not be altered, repainted or dismantled. Any aesthetic damage caused by nailing and the application of stickers or cello tape must be repaired by the residents, or compensation must be paid. Only stickers or posters whose content is in line with the Christian spirit and values may be placed on the walls or doors (stickers with political, anti-religious or overtly sexual content are strictly prohibited).

5.4. Any faults detected in the rooms or in the territory of the residence hall (water, electricity, heating, etc.) must be recorded in the booklet at the reception. An emergency must be reported immediately to the receptionist, the maintenance man of the residence hall or the residence hall teacher.

5.5. In the room and the common kitchen, the use of equipment worth more than HUF 150,000 belonging to the student is only allowed with the approval of the residence hall teacher.

5.6. When leaving the residence hall, the room must be locked, doors and windows closed, and electrical appliances switched off (except for the refrigerator).

5.7. The accommodation units and rooms, including the furnishing and equipment, are cleaned by the residents themselves, and they are responsible for their cleanliness. The tidiness of the room is checked by the residence hall teacher on pre-arranged days. The residence hall teacher may check the order and cleanliness of the rooms at any time without prior notice. Failure to comply with hygiene and aesthetic

⁸⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

requirements will result in a written warning; consecutive unsatisfactory conditions result in expulsion from the residence hall through disciplinary proceedings.

5.8. Electrical appliances in the rooms may be operated in compliance with the relevant regulations on contact protection, public safety and fire safety. The use of ovens or cooking appliances in the rooms is **PROHIBITED**.

6. Receiving Guests

6.1. External visitors and guests are required to present an identifying document (ID card, student card, passport) at the reception. The name of the guests is recorded at the reception, together with the names and room number of the student visited. The resident receiving the visitor has moral and financial responsibility for the visitor. He/she is obliged to ensure that the guest leaves the residence hall until 22.00.

6.2. The host is obliged to appear at the reception, and to identify his/her visitor. If the receptionist cannot reach the host and the host has failed to announce the arrival of the guest in advance, the visitor shall be refused entry.

6.3. The host is obliged to accompany the guest to the reception when he/she leaves. The receptionist shall record the time of departure. No visitor may stay in the residence hall area between 22.00 and 8.00.

7. Services of the Residence Hall

7.1. For laundry, washing machines and dryers are available in the building's laundry room. Washing machines and dryers are available between 07:00 and 22:00.

7.2. Irons, ironing board, mopping sets, vacuum cleaners, dustpans and brooms can be requested at the reception against the student ID card. After use, they must be returned to the reception immediately.

7.3. Cooking is only allowed in the kitchenettes or kitchens belonging to the residential unit or floor. Kitchen utensils, equipment and appliances may only be used in the kitchen; they may not be brought into the rooms. Due to the increased risk of contamination and mass food poisoning (which would result in the immediate closure of the residence hall by the National Public Health Center), it is FORBIDDEN to store unwashed dishes, food waste in the kitchen or rooms.

7.4. A designated lounge is available for meetings that do not violate the House Rules of the residence hall.

7.5. During the examination period, the residence hall study room is available to the residents, day and night, where talking or listening to the radio or music is allowed only without disturbing the residents there.

7.6. The computer room of the resident hall is available for residents. A designated person will explain the use of the room and the computers to the residents at the beginning of the academic year. The computer may only be used for educational purposes and electronic communication.

7.7.⁸⁵ Printing and photocopying are possible as announced by the director of the residence hall.

7.8. Sports equipment of the residence hall (balls, rackets,) can be used upon the handover of the student ID card.

⁸⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

7.9. Letters for residents are placed in the letterbox of the room by the receptionist. Registered mails, money orders and packages can be picked up from the residence hall teacher or the receptionist.

7.10. The first aid box is located at the residence hall reception.

7.11. The residence hall reception is on duty for 24 hours.

8. Rules of the Residence Hall

8.1. Residents of the residence hall may enter the building only by presenting their student ID or residence hall cards.

8.2. To ensure the quiet rest of the residents, the residence hall must be quiet from 22.00 to 08.00 (silence regulation). During this time, any noisy activity that may disturb the peace of the residents is prohibited. The residents must also respect the peace of their fellow residents during the day.

8.3. During the examination period, the silence regulation is also in force in the daytime, all activities involving noise must be avoided.

8.4.⁸⁶ All events planned after 22:00 and/or for a company of more than 20 persons, or in other locations of the residence hall (name day, birth day parties) can only be held with the permission of the residence hall teacher and must be reported to the director of the residence hall. The request must be submitted in writing at least three days before the planned event, naming the main organizer and the persons responsible for the order and cleanliness. The room used must be cleaned and handed over to the residence hall teacher until 9.00 the following morning.

8.5. It is forbidden to exclude a roommate from the accommodation unit or room.

8.6. Announcements may only be posted in the designated place, on notice board, signed and stamped by the residence hall teacher.

8.7.⁸⁷ It is strictly forbidden to smoke, to use an electronic cigarette or an electronic device imitating smoking, in the entire building of the residence hall and within 5 meters of the entrance to the building. Smoking, electronic cigarettes and electronic devices imitating smoking are allowed in a designated smoking area in the courtyard of the residence hall.

8.8. It is strictly forbidden to bring alcoholic beverages or drugs on the premises of the residence hall, and to store or consume them in the residence hall.

8.9. Everyone in the residence hall is obliged to observe the fire safety, accident prevention and hygiene rules.

8.10. Residents are required to save electricity and water. They must switch off the electricity and turn off the taps in toilets, showers and other common areas before leaving.

8.11. In kitchens and rooms, food and leftovers may be stored only in the refrigerator. It is strictly forbidden to leave unwashed dishes in the kitchens and rooms.

8.12. Waste cans, waste baskets must be emptied daily by the occupants of the rooms.

8.13. It is forbidden to throw anything out of the window, to put anything on the windowsill, to sit at the window or climb out of the window.

⁸⁶ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁸⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

8.14. It is forbidden to talk loudly, play music, sing or otherwise disturb the peace of the residents in front of the building or in the courtyard after 22:00 at night, and to drink alcohol there at any time of the day.

8.15. It is forbidden to bring equipment and furnishing out of the common area into the rooms (iron, ironing board, kitchen utensils, table, chair, armchair, etc.).

8.16. Furniture or other equipment from the rooms may not be unloaded in the corridor, moved to another room or thrown out. It is also prohibited to store or leave rubbish or anything else in the corridor.

8.17. Animals are not allowed on the premises.

8.18.⁸⁸ It is prohibited to bring highly flammable materials (fuel, motor oil) and equipment with high-energy consumption having a fire risk (oil radiator, electronic heater) into the building of the residence hall.

8.19.⁸⁹ It is forbidden to bring bicycles into the building of the residence halls. Bicycles can be stored in the designated bicycle storage area.

8.20. In the case of a suspected disciplinary action, emergency or other disorder, the residence hall teacher is entitled to enter the room (even with the use of a spare key) and take actions there. In his/her absence, the receptionist on duty may also take actions.

9. Leaving the Residence Hall

9.1. Departures longer than a week must be reported to the residence hall teacher, if possible, providing contact details or address.

9.2. At the end of the spring semester, but no later than the day after the examination period, all students must move out of the residence hall. If their stay extends into July, a proportional residence hall fee must be paid.

9.3. The intention to move out must be notified in writing to the residence hall teacher 30 days before the move-out. When moving out of the residence hall, the room must be handed over to the residence hall teacher, with the keys, clean and according to inventory.

9.4. Unjustified moving out during the year is a disadvantage for admission in the following academic year.

9.5. Summer accommodation in the residence hall may be applied for in writing to the residence hall teacher no later than 30 days before the last day of the study period who will be able to arrange accommodation in the room designated by him/her or in another residence hall of the University, according to the order of applications, depending on availability of places.

10. Miscellaneous

10.1.⁹⁰ Residents sharing a room, acting in good faith, must decide by common agreement in all cases not regulated by law or by the House Rules of the residence hall. Otherwise, any resident has the right of veto.

⁸⁸ Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁸⁹ Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁹⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

10.2. Any student who has a complaint or problem with the work of the staff of the residence hall must report it in writing to the director of the residence hall.

10.3. Compliance with and enforcement of the provisions of the House Rules of the residence hall are monitored by the director of the residence hall and the residence hall teacher in cooperation with the Residence Hall Self-Governing Committee.

Annex 4⁹¹

Room Number:

RESIDENCE CONTRACT^{92 93}
(financial status: [self-financed])

concluded between *Residence Hall of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) (seat: 1091 Budapest, Kálvin tér 9., tax number: 18060676-2-43, institutional ID number: FI 44189), represented by*, and

Name:..... student, **Educational ID number:**
NEPTUN code:
as resident of the residence hall.

The Residence Hall provides accommodation for the above-mentioned student **for the academic year**/.....

The residence hall student agrees to transfer the residence hall fee amounting to **HUF**/month to the Neptun joint account of the University, and to pay it in the NEPTUN Education Administration system by the specified deadline.

The student acknowledges that:

- if he/she fails to meet the payment obligation by the deadline, a **late payment fee** is charged (based on the Table of Service Fees), which shall also be paid in NEPTUN.
- if he/she fails to meet the payment obligation within 30 days of the deadline, he/she must immediately move out of the residence hall.
- if he/she moves out of the residence hall without justification, he/she is obliged to pay, in addition to the fee for the month of moving out, the fee for the remaining period of the academic year, but a maximum of 2 months' residence hall fee. A justified move-out is a study trip announced in advance or the termination of the student status.
- he/she must give at least one month's notice of his/her intention to move out.

In addition to the residential room, the resident is entitled to use the common areas in the manner set out in the **House Rules**. As a residence hall resident, the student accepts the requirements laid down in the **Organizational and Operational Rules** of the University, and his/her behaviour and lifestyle are in all respects compatible with the reformed Christian spirit of the University.

I understand that the dormitory takes no responsibility for the valuables I bring to the Residence Hall. I declare that I shall comply with the **House Rules**, assume **responsibility for the cleanliness of my room**, use the technical equipment of the building as intended, **report and pay compensation for any damage** to the equipment provided to me, and observe the rules of selective waste collection. I acknowledge that the residence hall teacher and the representative of the Students' Union will check the order and cleanliness of the rooms on a weekly basis.

⁹¹ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

⁹² Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁹³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

I understand that, when moving out of the residence hall, **the time of which I agree with the residence hall teacher during working hours**, I am obliged to personally account for the furniture and equipment, and leave the refrigerator in the room unplugged and defrosted, and the room in a clean, orderly condition **in the presence of the residence hall teacher**. I acknowledge that, if the said hand-over does not take place, **I will continue to be charged for the residence hall fee**.

Date of move-in: ...day month..... year

.....

Student's signature

Stamp

.....

KRE

Annex 4/A⁹⁴

Room Number:

RESIDENCE CONTRACT
(*financial status: [self-financed]*)

concluded between *Residence Hall of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) (seat: 1091 Budapest, Kálvin tér 9., tax number: 18060676-2-43, institutional ID number: FI 44189) represented by*, and

Name:..... (student), **Educational ID number:**
NEPTUN code:
as resident of the residence hall.

The University provides accommodation for the above-mentioned student pursuing studies at the University in the framework of *Stipendium Hungaricum Scholarship Programme / Scholarship for Christian Young People / Hungarian Diaspora Scholarship / Károli Christian Scholarship*⁹⁵ in the residence hall, free of charge, **for the academic year/.....**

The residence hall student agrees to give at least one month's notice of his/her intention to move out.

In addition to the residential room, the resident is entitled to use the common areas in the manner set out in the **House Rules**. As a residence hall resident, the student accepts the requirements laid down in the **Organizational and Operational Rules** of the University, and his/her behaviour and lifestyle are in all respects compatible with the reformed Christian spirit of the University.

I understand that the dormitory takes no responsibility for the valuables I bring to the Residence Hall.

I declare that I shall comply with the **House Rules**, assume **responsibility for the cleanliness of my room**, use the technical equipment of the building as intended, **report and pay compensation for any damage** to the equipment provided to me, and observe the rules of selective waste collection. I acknowledge that the residence hall teacher and the representative of the Students' Union will 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 agree with the residence hall teacher during working hours**, I am obliged to **personally** account for the furniture and equipment, and **leave the refrigerator in the room unplugged and defrosted**, and the **room in a clean, orderly condition in the presence of the residence hall teacher**. I acknowledge that the cleaning of the room is appropriate if it is approved by the person responsible for checking the cleaning.

Date of move-in: day.....month..... year

.....
Student's signature

.....
Stamp

.....
KRE

⁹⁴ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁹⁵ Please indicate the name of the scholarship programme.

Moving Out Declaration⁹⁷

(in the case of residence halls owned by the University)

The completed and signed declaration must be submitted to the reception of the
.....residence hall.

Address:Phone: (Reception)

I, **name:** **Neptun Code:**

hereby declare that I have permanently moved out of the residence hall. I have removed all my personal belongings from the residence hall. I cleaned my accommodation. I collected and discarded all the trash from the table, shelf, wardrobes, bed and from the drawer for bed linen. I did not leave any food or leftovers in the refrigerator and in the freezer in my room. I did not leave cello tape, posters or stickers on the walls, furniture or fridge.

Duvet, pillow, room key (please tick the appropriate):

- I handed in the key used during the academic year and the duvet and/or pillow I picked up when I moved in at the reception. I signed to relevant sheet at the reception to confirm that I handed in the duvet/pillow.
- I did not pick up a duvet/pillow.
- I cannot find the room key, so I could not hand it in.

I declare that if I have any debts to the residence hall or the University, I will reimburse them through the Neptun no later than 8 calendar days from the day of my moving out.

I acknowledge that if I fail to comply with this obligation, the University may take legal actions to enforce the claim. In the event of an outstanding debt – regardless of the amount – the University is entitled to reject my application for admission to the residence hall in the future without any further consideration of the merits.

Important! I acknowledge that in the case of a mid-year move-out, I am obliged to pay a fee for the remaining period of the academic year but for a maximum of 2 months beyond the current month.⁹⁸

Residence Hall Regulation, Annex 4, point f) of Article 18 (4):

In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Articles 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.

In full knowledge of my legal responsibility I declare that the above information is true and correct.

Budapest, (day) (month) (year)

Signature:

⁹⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁹⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁹⁸ The cases of exemption from the payment of the 2-month residence hall fee are laid down in point f) of Article 18 of the Residence Hall Regulations (OOR, III.4 of the Student Requirement System): the reason for terminating the residence hall membership is the termination of the student status, study abroad programme or compulsory internship.

Annex 5

Moving Out Declaration⁹⁹

(for other rented accommodation)

The completed and signed declaration must be submitted to the reception of the
residence hall.

Address: Phone: (Reception)

I, **name:** **Neptun Code:**

hereby declare that I have permanently moved out of the residence hall. I have removed all my personal belongings from the residence hall. I cleaned my accommodation. I collected and discarded all the trash from the table, shelf, wardrobes, bed and from the drawer for bed linen. I did not leave any food or leftovers in the refrigerator and in the freezer in my room. I did not leave cello tape, posters or stickers on the walls, furniture or fridge.

I declare that if I have any debts to the residence hall or the University, I will reimburse them through the Neptun no later than 8 calendar days from the day of my moving out.

I acknowledge that if I fail to comply with this obligation, the University may take legal actions to enforce the claim. In the event of an outstanding debt – regardless of the amount – the University is entitled to reject my application for admission to the residence hall in the future without any further consideration of the merits.

Important! I acknowledge that in the case of a mid-year move-out, I am obliged to pay a fee for the remaining period of the academic year but for a maximum of 2 months beyond the current month.¹⁰⁰

Residence Hall Regulation, Annex 4, point f) of Article 18 (4):

In the event of termination of the residence hall membership during the academic year, in the case of points a-f) of Articles 17 (2) of this Regulation, upon moving out, students shall pay the residence hall fee for the remaining period of the academic year beyond the current month, but not more than 2 months.

In full knowledge of my legal responsibility I declare that the above information is true and correct.

Budapest, (day) (month) (year)

Signature:

⁹⁹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁰⁰ The cases of exemption from the payment of the 2-month residence hall fee are laid down in point f) of Article 18 of the Residence Hall Regulations (OOR, III.4 of the Student Requirement System): the reason for terminating the residence hall membership is the termination of the student status, study abroad programme or compulsory internship.

Annex 7¹⁰¹

STUDENT RESIDENCE HALL FEES					
No.	Name of the Service	Fee in the academic year (Ft/person/month)		Fee in the academic year (Ft/person/day)	
		2019/2020	from 2020/2021	2019/2020	from 2020/2021
1.	General residence hall fee in the academic year , for full-time students of Károli Gáspár University of the Reformed Church in Hungary (Hungarian abbreviation: KRE) funded through a Hungarian state scholarship	13 000		-	-
	<i>Benda Kálmán College of Excellence in Humanities and Social Sciences (category IV)</i>	13 000	17 000	-	-
	<i>Bethlen Gábor Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Bocskai István Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Nagykőrös Residence Hall (category I)</i>	13 000	9 320	-	-
	<i>Óbuda Student Hostel, rented accommodation (category II)</i>	13 000	11 650	-	-
	<i>Korall Residence Hall in Kecskemét (category IV)¹⁰²</i>		17 000		
2.	General residence hall fee in the academic year , for full-time self-funded students of Károli Gáspár University of the Reformed Church in Hungary	21 500	21 500	-	-
3.	Accommodation in the academic year , for students of other higher education institutions, and for lecturers or guests visiting other higher education institutions	25 000	25 000	2 500	2 500
4.	Accommodation in the academic year , for guests (close relatives) of university students living in the residence hall	-	-	2 500	2 500

¹⁰¹ Amended by Senate Resolution No. 57/2020. (V.04.), effective from 11 May 2020.¹⁰² Amended by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

STUDENT RESIDENCE HALL FEES					
No.	Name of the Service	Fee in the academic year (Ft/person/month)		Fee in the academic year (Ft/person/day)	
		2019/2020	from 2020/2021	2019/2020	from 2020/2021
5.	General residence hall fee in the summer holidays ¹ for KRE students who had active student status in the spring semester	21 500	21 500	2 000	2 000
6.	General residence hall fee in the summer holidays ¹ for KRE students who had passive status in the spring semester, or who have already completed their studies, and for the students of other higher education institutions	25 000	25 000	2 500	2 500
7.	General residence hall fee in the summer holidays ¹⁰³ for close relatives of KRE students living in the residence hall	-	-	2 500	2 500
8.	General residence hall fee in the summer holidays ¹ for other guests	-	-	2 500	2 500
9.	Accommodation for persons having legal status with the university, or for guests belonging to the Reformed Church (e.g. lecturers) (the fee is the same in the academic year and in the summer holidays ¹)	20 000	20 000	2 000	2 000
10.	Accommodation for scholarship lecturers visiting Károli Gáspár University of the Reformed Church in Hungary (the fee is the same in the academic year and in the summer holidays ¹)	40 000	40 000	3 500	3 500
11.	Accommodation for foreign guest students studying at Károli Gáspár University of the Reformed Church in Hungary (the fee is the same in the academic year and in the summer holidays ¹)	35 000	35 000	3 500	3 500
12.	Accommodation for foreign students studying in the framework of <i>Stipendium Hungaricum</i> and <i>Scholarship for Christian Young People</i> ¹⁰⁴ at Károli Gáspár University of the Reformed Church in Hungary	40 000 ¹⁰⁵	40 000	3 500	3 500

¹⁰³ Summer holiday: the period between 1 July and 31 August

¹⁰⁴ In the framework of *Stipendium Hungaricum* and *Scholarship for Christian Young People* the monthly residence hall fees of the students studying at Károli Gáspár University of the Reformed Church in Hungary are covered by the Scholarship Programmes.