

33KÁROLI 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"):

I.**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.

(3)² Students applying for and being admitted to Ráday Higher Education College and Dormitory (hereinafter referred to as Ráday College) are subject to the rules of Ráday College. In matters not covered by the regulations of Ráday College and with regards to the obligation to pay fees, the provisions of this regulations shall apply.

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)³ 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.⁴ The residence hall can also accommodate local students who prove

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

² Added by Decision No. FT-32/2023 (VIII.21) of the Maintenance Board, effective from 21 August 2023.

³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

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

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.

(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 4⁵

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)⁶ 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 6⁷

⁸Residence 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;

⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁷ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁸ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- 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)⁹;
- e) ¹⁰in 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;
- 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) ¹¹may 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) ^{12 13}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) ¹⁴takes 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.

⁹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

¹⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹² Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁴ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

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;
- b) protecting the general assets of the residence hall, keeping records of incoming and outgoing assets;
- c) ¹⁵receiving 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**CLEANER¹⁶**

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.¹⁷
- 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.

¹⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁶ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

¹⁷ Added by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

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

(3)¹⁸ 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.

(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 Organizational 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)¹⁹ 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.

¹⁸ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

Article 13

(1)²⁰ 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) ²¹full-time students of the University;
- b) students studying in the framework of international cooperation;

²²The 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)²³ Scoring system for the assessment of residence hall applications is included in Annex 5 of this Regulation.

(4)²⁴ 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 organizational and economic – criteria.

(5)^{25 26 27} 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)²⁸ 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.

²⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

²² Amended by Senate Resolution No. 49/2020. (III.30.), effective from 30 March 2020.

²³ Deleted by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

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

²⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

²⁶ Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

²⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

²⁸ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

(8)^{29 30} 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).

Article 14

(1)^{31 32 33} 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)³⁴ 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.³⁵

(3)^{36 37} 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.³⁸

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)³⁹ 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;

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

³⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

³¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³² Amended by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

³³ Amended by Senate Resolution No. 115/2021. (V.31.), effective from 1 June 2021.

³⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³⁵ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

³⁶ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

³⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

³⁸ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

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

- has a passive semester in the given academic period;
- has received 2 written warnings in connection with his/her residence hall membership.

Article 16⁴⁰

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 17⁴¹

(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) ⁴²he/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) ⁴³his/her student status is terminated.

(3)⁴⁴ 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;

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. 222/2019. (XII.04.), effective from 1 February 2020.

⁴³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁴⁴ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

- c) conditions set by the Service Provider shall apply to rented accommodations during the summer holidays.

(4) Aspects of hosting guests:

- 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)⁴⁵ 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)⁴⁶ Students may move from one residence hall to another by an exchange authorized by the residence hall teacher, up to one time⁴⁷ in a semester. The vice-rector for academic affairs shall be informed accordingly.

(4)^{48 49} 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 fees⁵⁰:

- a) In the order of payments, the late payment fee⁵¹ has a priority, so the payment of the late payment fee⁵² 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.^{53 54}

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

⁴⁶ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁷ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁴⁸ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁴⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

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. 62/2018. (V.30.), effective from 4 June 2018.

⁵⁴ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

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 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 fee⁵⁵) 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 fee⁵⁶, even after the termination of his/her residence hall status.⁵⁷
- 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.)⁵⁸
- 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.^{59 60}

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

(5)⁶¹ 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)⁶² 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

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

⁵⁶ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

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

⁵⁸ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁵⁹ Amended by Senate Resolution No. 5/2020. (I.29.), effective from 1 February 2020.

⁶⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

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

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

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.

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 Organizational 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) ⁶³contacting 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)⁶⁴;
- 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;

⁶³ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶⁴ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

- 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.

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)⁶⁵ 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.^{66 67}

(3)⁶⁸ 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.⁶⁹

(4)⁷⁰ 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.⁷¹

VIII.

COLLEGES FOR ADVANCED STUDIES

ARTICLE 21

(1)⁷² The residence hall may perform the activities of a college for advanced studies, and may operate as a college for advanced studies (college of excellence). 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

⁶⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶⁶ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁶⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁶⁸ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁶⁹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁷⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷¹ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

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

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 organizational and operational rules of the autonomous 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

Article 22⁷³

The consolidated and amended Regulation, discussed by the Senate on 25 September 2025 and submitted to the Reformed Church in Hungary, the Maintainer, shall enter into force on the day of its approval by the Maintainer, pursuant to III. 3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary.

Budapest, 16 October 2025.

Prof. Dr. László Trócsányi
Rector

Clause

Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the amendment of the Residence Hall Regulations shall enter into force on 16 October 2025, by Resolution No. FT-54/2025 (X.16) of the Hungarian Reformed Church in Hungary, the Maintainer.

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 Declaration⁷⁴

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

Annex 7: Residence Hall Fees⁷⁵

Annex 8: Organizational and Operational Rules of Bocskai István College of Excellence in Legal and Social Sciences⁷⁶

Annex 9: Organizational and Operational Rules of Benda Kálmán College of Excellence in Humanities and Social Sciences⁷⁷

⁷³ Added by Decision No. FT-32/2023 (VIII.21) of the Maintenance Board, effective from 21 August 2023.

⁷⁴ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷⁵ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁷⁶ Amended by Resolution No. FT-5/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

⁷⁷ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

Annex 1^{78 79}**RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH
IN HUNGARY**

In Budapest

Ráday Residence Hall

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 of Excellence in Legal and Social Sciences**

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 Accommodation⁸⁰

1037 Budapest, Kunigunda útja 25-27.

phone: -

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

In Nagykőrös

⁸¹Nagykőrös Residence Hall of the Faculty for Pedagogy

2750 Nagykőrös, Arany J. u. 28.

phone: 53-350-064

places: 82

⁷⁸ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.⁷⁹ Amended by Resolution No. FT-5/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.⁸⁰ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.⁸¹ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

in Kecskemét⁸²

Kecskemét Korall Residence Hall – rented accommodation

6000 Kecskemét, Jász u. 32.

places: 30

⁸² Amended by Senate Resolution No. 254/2020. (X.14.), effective from 19 October 2020.

Annex 2⁸³**HOUSE RULES OF THE RESIDENCE HALLS OF KÁROLI GÁSPÁR UNIVERSITY OF
THE REFORMED CHURCH IN HUNGARY⁸⁴**

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.

1.2.⁸⁵ 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.

3.2.⁸⁶ 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.

⁸³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁸⁴ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

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

⁸⁶ 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 Fee⁸⁷

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

⁸⁷ 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.

7.7.⁸⁸ 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.

⁸⁸ 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.

8.4.⁸⁹ 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.

8.7.⁹⁰ 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.

⁸⁹ Amended 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.

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.

8.18.⁹¹ 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.

8.19.⁹² 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

10.1.⁹³ 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.

⁹¹ Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁹² Added by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

⁹³ 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 4⁹⁴

Room Number:

RESIDENCE CONTRACT^{95 96}
(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.

⁹⁴ Amended by Senate Resolution No. 96/2020. (VI. 24.), effective from 29 June 2020.

⁹⁵ Amended by Senate Resolution No. 62/2018. (V.30.), effective from 4 June 2018.

⁹⁶ 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/A⁹⁷

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 Scholarship⁹⁸* 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

⁹⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

⁹⁸ Please indicate the name of the scholarship programme.

Annex 5⁹⁹**Moving Out Declaration¹⁰⁰****(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.¹⁰¹

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. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁰⁰ Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁰¹ 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 Declaration¹⁰²**(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.¹⁰³

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:

¹⁰² Amended by Senate Resolution No. 222/2019. (XII.04.), effective from 1 February 2020.

¹⁰³ 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 7¹⁰⁴

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)¹⁰⁵</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

¹⁰⁴ Amended by Senate Resolution No. 57/2020. (V.04.), effective from 11 May 2020.¹⁰⁵ 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 ¹⁰⁶ 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> ¹⁰⁷ at Károli Gáspár University of the Reformed Church in Hungary	40 000 ¹⁰⁸	40 000	3 500	3 500

¹⁰⁶ Summer holiday: the period between 1 July and 31 August

¹⁰⁷ 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.

Annex 8¹⁰⁹**BOCSKAI ISTVÁN COLLEGE OF EXCELLENCE IN LEGAL AND SOCIAL SCIENCES
ORGANIZATIONAL AND OPERATIONAL RULES****Preamble**

Bocskai István College of Excellence in Legal and Social Sciences (hereinafter: the College) is a community-forming, high-quality, partly self-governing organizational unit operating within the Faculty of Law (hereinafter: the Faculty) of Károli Gáspár University of the Reformed Church in Hungary (hereinafter: the University) which aims at providing professional education by developing its own professional programme thus helping to nurture the talents of outstanding students, to develop professionally demanding intellectuals who are sensitive to social problems, faithful to the Church, the Reformed traditions and their faith, and play an active role in public life.

I**General Provisions****Article 1**

- (1) The name of the College
 - a) in Hungarian: Bocskai István Állam- és Jogtudományi Szakkollégium
 - b) in English: Bocskai István College of Excellence in Legal and Social Sciences (Bocskai István College of Excellence)
 - c) in German: Bocskai-István-Kolleg für Rechts- und Sozialwissenschaften (Bocskai-István-Kolleg)
 - d) in French: Collège d'excellence Bocskai István en droit et en sciences sociales (Collège d'excellence Bocskai István)
- (2) Seat of the College: 1042 Budapest, Hajnal utca 13.
- (3) The College's court of arms: a picture of Bocskai István's portrait with the inscription „Bocskai István College of Excellence”.

Article 2

- (1) The Dean of the Faculty is responsible for the general supervision of the College.
- (2) The College is represented by the President in matters falling within the competence of the General Assembly. The Director is an additional representative of the College towards the University, in particular in educational matters.
- (3) ¹¹⁰

Article 3

- (1) The scope of this regulation covers the college members, the academic staff, the seniors, the mentors, the heads of workshops and the Director.
- (2) The applicable rules and regulations of the Faculty and the University also apply to the College.
- (3) The President shall ensure the publication of this regulation, and, following its amendment, of the consolidated regulation in the College.

II**Aims and Activities of the College****Article 4**

- (1) The aim of the College is to be a talent centre for students studying at the Faculty.

¹⁰⁹ Amended by Resolution No. FT-5/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

¹¹⁰ Deleted by Decision No. FT-54/2025 (X.16) of the Maintenance Board, effective from 16 October 2025.

- (2) The College provides high-quality professional education by developing its own professional programmes, thus helping to nature the talents of outstanding students, to develop professionally demanding intellectuals who are sensitive to social problems, faithful to the Church, the Reformed traditions and their faith, and play an active role in public life.
- (3) The College provides students with in-depth knowledge in specific fields, in particular but not exclusively in certain areas of law, political science and international relations, which go beyond the academic curriculum to provide the theoretical background they need to pursue their future carriers.
- (4) Besides educating learned, well-informed, open-minded intellectuals who speak foreign languages and are committed to the Reformed religious traditions, the College also aims to develop a spirit of responsibility and the independent pursuit of intellectual carriers and scientific activity.

Article 5

To achieve the above goals, the College organizes and holds professional and public life events and activities. These events are carried out either through the self-organisation of the college students or through the workshops, the work of the mentors or the support activities of the seniors.

III

Structure of the College

Article 6

College student

- (1) A college student is a student member of the College (hereinafter: college student) who has been admitted to the College following an entrance examination.
- (2) The rights and obligations of college students who postpone for a semester – being in passive status at the Faculty – are suspended, and the period of suspension does not count towards the duration of their college membership.
- (3) The College may publish a call for admission before the end of the previous semester, and shall announce a call for admission before the semester of each new academic year. The Director shall ensure its publication. The admission procedure for applicants consists of two parts. In the written phase, the heads of workshops will assess the applicants' applications. During the oral phase, a committee of at least three persons will interview the applicants. On the basis of the scores received in the two phases, the Director will decide on the result of the admission procedure and will inform the applicants without delay.
- (4) The membership of a college student shall be terminated
 - a) upon obtaining the Absolutorium (pre-degree certificate),
 - b) upon termination of the student status,
 - c) upon resignation,
 - d) if he/she fails to fulfil the obligations set out in this regulation and his/her membership is terminated during the procedure for this purpose, or if, in the event of the occurrence of the conditions set out in this regulation, the legal consequence is the termination of his/her membership.

Article 7

A college student is entitled to

- a) participate in discussions on matters relating to the College, express his/her opinion freely and make suggestions,
- b) participate in the election of the President,
- c) initiate the organisation of professional events, courses or any other activities that serve the aims of the College,
- d) participate in the events of the College, provided that there is no disciplinary sanction against him/her prohibiting him/her from doing so,
- e) use the services of the College,

- f) use the accommodation and common facilities provided for him/her in accordance with its intended use,
- g) submit a complaint to the Dean,
- h) exercise any other rights granted to him/her in this regulation or in other rules and regulations of the Faculty and the University.

Article 8

A college student is obliged to

- a) observe and comply with the rules and regulations of the University, the Faculty and College, and the decisions of the College,
- b) preserve the good reputation of the College, the Faculty and the University,
- c) participate in the professional work of the College and take part in other College activities,
- d) to do research each semester on a topic agreed with the head of the workshop with the help of a mentor,
- e) submit a paper of at least half an author's sheet as a result of his/her research work by the end of the semester,
- f) participate in academic competitions announced by the Faculty,
- g) attend at least eight college events in each semester,
- h) use, keep and protect the equipment entrusted to or used by him/her in accordance with its intended use,
- i) behave in a manner worthy of a college student. pay the residence hall fees by deadline,
- j) clean the room provided to him/her regularly.

Article 9

Senior

- (1) A Senior is a former college student who has obtained the Absolutorium (pre-degree certificate), and who has been elected as a senior by the General Assembly on the basis of his/her application.
- (2) The Senior's term of office is for one academic year.
- (3) The Senior's task is to organise and support the professional and study work, in particular
 - a) by participating in the organisation of professional events and other activities serving the objectives of the College,
 - b) by organising and promoting the social life of the College,
 - c) by supporting the integration of college students,
 - d) by keeping in touch with graduated college students.

Article 10

Mentor

- (1) A mentor is a university lecturer, researcher or PhD student who accepts the objectives of the College and at the request of the head of workshop agrees to participate in its professional work.
- (2) The Mentor is appointed for one semester by the Director on the recommendation of the heads of workshops.
- (3) The Mentor's task, under the guidance of the head of workshop, is to participate in the implementation of the professional work, in particular
 - a) continuous participation in the talent management of college students,
 - b) being at the disposal of the college student in his/her charge, and consulting with him/her at least once a month,
 - c) assessing the college student's paper in writing,
 - d) assisting the professional progress of the college student in his/her charge with the available means to the best of his/her ability.

Article 11

Head of Workshop

- (1) The Head of Workshop is a member of the academic staff who is committed to the objectives of the College, and who, at the request of the Director, undertakes to lead the workshop.
- (2) The mandate of the Head of Workshop is for one academic year.
- (3) Under the guidance of the Director, the Head of Workshop is responsible for organising the workshop's professional work, in particular
 - a) preparing and implementing the workshop's work plan and programme for the semester,
 - b) professional guidance and supervision of the workshop's instructors and mentors,
 - c) continuous monitoring of the workshop's students, monitoring and assisting their professional progress,
 - d) review of the workshop's work each semester.
- (4) ¹¹¹The following workshops operate in the College:
 - a) Criminal Workshop
 - b) Public Law Workshop
 - c) Civil Law Workshop
 - d) International Relations Workshop
 - e) History Workshop
- (5) Each workshop organizes at least six professional sessions per semester.

IV

Operation and Management of the College

Article 12

General Assembly

- (1) The General Assembly is the main decision-making body of the College made up of the President and the college students, in which the Director participates in a consultative capacity.
- (2) The General Assembly may discuss and decide on all matters concerning the College which are not referred to another competence by the Faculty and University regulations.
- (3) The General Assembly is responsible in particular for the approval of the Organizational and Operational Rules, following the decision of the Faculty and the University, the election of the President, planning and commenting on the annual professional and public life programme.

Article 13

Convening and conducting the General Assembly

- (1) The General Assembly shall be convened by the President, indicating the agenda, at least eight calendar days before the date of the meeting. The General Assembly shall meet at least once a semester.
- (2) The General Assembly may be convened by at least three college students or by the Director at least fifteen calendar days before the date of the meeting, indicating the agenda.
- (3) The convocation of the General Assembly is valid if the invitation to the General Assembly is sent to all members of the General Assembly, to the email address provided by the University, and is posted on the premises of the College and on the notice board of the Faculty.
- (4) In justified cases, the General Assembly may be held online in accordance with the applicable University regulations.
- (5) A quorum shall exist at the meeting of the General Assembly, if at least half of the college students are present.
- (6) The General Assembly shall begin with the enumeration of those present, the establishment of the quorum, the election of the chairperson, the minute-taker and minutes certifiers, and, in the case of personal matters, the election of the ballot counting committee and the adoption of the agenda.
- (7) The General Assembly is open to the public and minutes are taken at the meeting.

¹¹¹ Amended by Decision No. FT-54/2025 (X.16) of the Maintenance Board, effective from 16 October 2025.

- (8) Decisions of the General Assembly shall be taken in accordance with the applicable Faculty and University regulations, with a majority of the votes of the college students present. The President shall ensure that the decisions are communicated and published immediately after the General Assembly.

Article 14

The President

- (1) The College is headed by the President elected by the General Assembly from among the college students for one academic year.
- (2) The President's task is to represent the College in matters within the competence of the General Assembly, to maintain the self-governance of the College, to manage, supervise and support the College's self-organisation, in particular
 - a) to ensure the operation of the College according to its objectives,
 - b) to maintain contact with college students, seniors, mentors and heads of workshops,
 - c) to evaluate and comment on the activities of the College in cooperation with the Director,
 - d) to participate in the preparation of the College's development plan.

Article 15

The Director

- (1) The Director is appointed by the Dean of the Faculty, his/her term of office is for three academic years. The Director may, with the approval of the Dean, appoint his/her own deputy.
- (2) The Director is the responsible leader of the College, and is responsible for the operation and professional management of the College, in particular
 - a) for ensuring that the College operates in accordance with the educational objectives and regulations of the University,
 - b) for the performance of professional tasks, the preparation and coordination of professional and academic work,
 - c) for the guidance and evaluation of the College's educational work and professional achievements,
 - d) for the provision of data requested by the Dean, the Rector or the supervising ministry,
 - e) for the supervision of the work plan and programme made by the heads of workshops,
 - f) for inviting heads of workshops and mentors,
 - g) for the establishment of the development plan of the College.

V

Miscellaneous and final provisions

Article 16

Legal Remedy

- (1) Any person affected by a decision or measure, or failure to act, of college members or college bodies shall have the right to appeal in accordance with the provisions of the Faculty or the University regulations.
- (2) The appeal must be submitted to the Director who will either take actions or forward it to the body competent to deal with the complaint.

Article 17

Disciplinary procedure

- (1) If a college student seriously violates this regulation of the College or the decision of the General Assembly, a disciplinary procedure shall be initiated against him/her.
- (2) The disciplinary procedure shall be determined by a committee consisting of a college student, a mentor or a head of workshop and a third person appointed by the Dean of the Faculty.

- (3) At the end of the disciplinary procedure, a decision shall be taken to terminate the procedure or to impose liability. The college membership shall be terminated immediately if liability is imposed for breach of the regulations or failure to fulfil obligations.

Article 18

Entry into force

- (1) This regulation was supported by the Faculty Council by its Decision No. 128/2025 (IX.10).
(2) Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the regulation discussed by the Senate on 2 February 2023 and submitted to the Maintainer, the Reformed Church in Hungary shall enter into force upon its adoption by the Reformed Church in Hungary, and at the same time the former Organisational and Operational Rules of the College shall be repealed.

Budapest, 16 October 2025

Prof. Dr. Trócsányi László Henrik
Rector

Clause

Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the new Organizational and Operational Rules of Bocskai István College of Excellence in Legal and Social Sciences, as defined in Annex 8 of the III. 4 Resident Hall Regulations, OOR, Student Requirement System, shall enter into force on the date of its adoption by the Maintainer, the Reformed Church in Hungary by Decision No. FT-54/2025 (X.16).

Annex 9

KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY

**BENDA KÁLMÁN COLLEGE OF EXCELLENCE
IN HUMANITIES AND SOCIAL SCIENCES**

ORGANIZATIONAL AND OPERATIONAL RULES

Budapest

2015

Amended in 2021

¹¹²Pursuant to Act CCIV of 2011 on national higher education, Government Decree 24/2013 (5 February) on the excellence in national higher education and the Organizational and Operational Rules of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University and OOR), the Senate of Károli Gáspár University of the Reformed Church in Hungary adopts the Organizational and Operational Rules of Benda Kálmán College of Excellence in Humanities and Social Sciences (hereinafter referred to as the College) as follows:

GENERAL PROVISIONS

Article 1

The name of the College in Hungarian:

Benda Kálmán Bölcsészeti és Társadalomtudományi Szakkollégium (Benda Kálmán Szakkollégium)

The name of the College in English:

Benda Kálmán College of Excellence in Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary (Benda Kálmán College of Excellence)

The name of the College in German:

Benda-Kálmán-Kolleg für Philosophie, Philologie, Kultur-, Sozial- und Bildungswissenschaften der Károli Gáspár Universität der Reformierten Kirche in Ungarn (Benda-Kálmán-Kolleg)¹¹³

The name of the College in French:

Collège d'Excellence en sciences humaines et sociales de l'Université Gáspár Károli de l'Église Réformée en Hongrie

The name of the College in Dutch:

College voor Excellentie in Humane en Sociale Wetenschappen van de Károli Gáspár Gereformeerde Universiteit

The name of the College in Japanese:

カーロリ・ガーシュパールカルビン派大学ベンダ・カールマーン人文社会科学カレッジ・オブ・エクセレンス (ベンダ・カールマーンカレッジ・オブ・エクセレンス)

Seat of the College: 1085 Budapest, Horánszky u. 26.

Article 2

- (1) ¹¹⁴The general supervision of the College is carried out by the Dean of the Faculty of Humanities and Social Sciences.
- (2) The Director is the representative of the College.
- (3) The College has no independent legal entity, it manages the resources placed at its disposal responsibly in accordance with the management of the University.

Article 3

The scope of this Regulation extends to all students admitted to the College, the Director, academic and non-academic staff in the College.

¹¹² Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹¹³ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹¹⁴ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

Objectives and tasks of the College

Article 4

- (1) ¹¹⁵ ¹¹⁶ The aim of the College is to serve as a talent development centre for the full-time students of the Faculty of Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary, which strives to train up-to-date knowledge based, good professionals for the entire Hungarian nation, based on Christian and especially Protestant values and approach.
- (2) In addition to those listed in the previous section, the College also aims to prepare its members for independent action in the development of science and culture through high-level professional training and scientific workshops. In order to achieve this, the College ensures the organisation of scientific lecture series, courses and cultural events, high-quality classes and professional consultations and publicity to ensure a diversity of opinions based on student self-activity.

ORGANISATION AND MANAGEMENT OF THE COLLEGE

Director of the College

Article 5

- (1) ¹¹⁷ ¹¹⁸ The College is managed by the Director, who is the responsible head of the College. The Director must be a person with an appropriate professional recognition and a doctoral degree (PhD).
- (2) ¹¹⁹ The Director is appointed by the Dean of the Faculty for a fixed term. The term of office may be renewed several times.
- (3) ¹²⁰ The person exercising employer's rights over the Director is the same as the person exercising employer's rights over the academic staff of the faculty.
- (4) The duties and responsibilities of the Director:
 - a) representing the University and the Faculty in the College, and representing the College before the University and the Faculty,
 - b) organising and managing the specialized training of college students with the help of students,
 - c) ensuring the performance of professional tasks, preparation and coordination of professional and academic work,
 - d) establishment and termination of professional workshops with the approval of the Dean of the Faculty,
 - e) organizing seminars in the College,
 - f) supervising the academic activities of the college students,
 - g) evaluation of the professional work of the students every semester, listening to the opinions of the heads of workshop,
 - h) ensuring that the College operates in accordance with the educational objectives and regulations of the University,
 - i) directs and evaluates the teaching and educational work in the College,
 - j) ¹²¹ initiates a disciplinary action with the Dean in case of violation of the Students' Disciplinary and Compensation Regulation, Annex III.5 to the Student Requirement System, Volume III of the University's Organizational and Operational Rules (hereinafter referred to as Students' Disciplinary and Compensation Regulation),

¹¹⁵ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

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

¹¹⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹¹⁸ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹¹⁹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹²⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹²¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- k) arranges the room assignment in the college,
- l) ensures the regular inspection of the student accommodation as specified in this Regulation,
- m) manages the admission procedure,
- n) determines the number of admissions, in agreement with the Dean of the Faculty,
- o) ¹²²proposes the appointment of a Deputy Director to the person who exercises the employer's rights,
- p) draws up and publishes the house rules of the College,
- q) oversees the content of the College's website,
- r) reports to the General Assembly and the Faculty Council on the College's work in the previous year, by 31 March at the latest,
- s) all the obligations and duties imposed on him/her by the University regulations.

¹²³Deputy Director of the College

Article 5/A

- (1) The person who exercises the employer's rights may appoint a deputy director to assist and replace the Director.
- (2) The duties of the deputy director shall be:
 - a) to assist the Director in his/her work;
 - b) coordinating and assisting in the preparation of the academic work;
 - c) supervising and organising the students' academic activities;
 - d) to replace the director in his/her absence.

Board of Trustees

Article 6¹²⁴

General Assembly

Article 8

- (1) The General Assembly is the proposer and opinant body on the professional life of the College.
- (2) The members of the General Assembly are:
 - a) the Director of the College who is the chairperson of the General Assembly,
 - b) ¹²⁵the Deputy Director of the College,
 - c) the heads of workshop,
 - d) the students of the College.
- (3) Permanent invitees of the General Assembly are:
 - a) the Dean of the Faculty, Vice-Deans, Faculty Directors,
 - b) ¹²⁶all instructors and language teachers teaching at the College in the current or previous semester, the College teacher,
 who have the right to attend the meetings of the General Assembly in an advisory capacity.
- (4) The General Assembly shall in particular
 - a) give its opinion on the Organizational and Operational Rules of the College and amendments thereto prior to the Senate's decision,
 - b) give its opinion on the house rules of the College,
 - c) give its opinion on the annual work programme,
 - d) elect the seniors at the last General Assembly of the academic year each year,

¹²² Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹²³ Added by Senate Resolution No. 75/2020. (V.29.), effective from 2 June 2020.

¹²⁴ Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹²⁵ Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹²⁶ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- e) give its opinion on the establishment and termination of professional workshops,
- f) hear the professional reports of the heads of workshop at the last General Assembly of the academic year,
- g) give its opinion on the Director's proposal for the appointment of heads of workshop.
- h) ¹²⁷

Article 9

- (1) The General Assembly shall be convened by the Director at least twice a semester, during the study period.
- (2) The Director is obliged to convene the General Assembly (Extraordinary General Assembly) without delay, within 8 days of the submission of a written request, if more than one third of the College members request it in writing, indicating the items on the agenda.
- (3) ¹²⁸

Article 10

- (1) The invitation to the General Assembly must indicate the items on the agenda, the exact place and date of the General Assembly.
- (2) The convocation of the General Assembly is valid if the invitation to the General Assembly is sent to all assembly members via Neptun message (by email for non-college members) as specified by them.
- (3) The invitation to the General Assembly shall be sent at least 5 days before the scheduled date of the General Assembly. In the case of an extraordinary General Assembly, the deadline is 3 days.

Article 11

- (1) College members must notify the Director in writing of their absence and request an excuse no later than the beginning of the assembly. The absence should be reasoned. If a college member has not excused himself/herself in advance, he/he may do so within seven days of the date of the assembly. The Director shall decide on the acceptance of the certificate.
- (2) If a college member fails to attend the General Assembly twice in a semester without having given an excuse, his/her membership will be terminated.

Article 12

- (1) The general procedure of the General Assembly:
 - a) enumeration of those present, establishing the quorum,
 - b) election of the minutes taker and minutes certifiers,
 - c) election of a ballot counting committee, in the case of personal matters,
 - d) adoption of the agenda.
- (2) A quorum shall exist at the meeting if 50% of the members + 1 person are present.
- (3) If the quorum is not met, a new date for a General Assembly meeting shall be set. The repeated General Assembly meeting may be convened at the earliest on the seventh day following the original assembly meeting. The repeated General Assembly shall constitute a quorum irrespective of the number of members entitled to vote.
- (4) The minutes of the General Assembly shall be drawn up and shall contain the exact place and date of the meeting, the names of those present and absent, the items discussed, the substance of the speeches, the resolutions adopted and the results of the voting. At the reasoned request of the speaker, his/her speech shall be recorded verbatim. The minutes shall be signed by the minute-taker and the two minutes verifiers.

¹²⁷ Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹²⁸ Deleted by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- (5) The Director shall ensure that the minutes are drawn up electronically and that a printed copy is kept. He/she shall also ensure that the minutes are accessible to all members and officers of the College.
- (6) Access to the minutes of the General Assembly must be made available to any college member on prior request.

Article 13

- (1) Members of the General Assembly are entitled to vote at the General Assembly. The right to vote, participate and speak must be exercised in person.
- (2) Decisions of the General Assembly are made by simple majority. Decisions shall be taken by open ballot, except in personal matters, where voting shall be by secret ballot.
- (3) ¹²⁹In urgent cases, the Director may also order a vote by email or a secret ballot by electronic means (Neptun UniPoll) on matters falling within the tasks and powers of the General Assembly. The procedure for voting by email is governed by Article 20/A of the University's Organizational and Operational Rules (hereinafter referred to as OOR), while the procedure for secret ballot by electronic means shall be governed by Article 47/A of the OOR, with the exception that the Rector and the Dean shall be understood to be the Director, and the Vice-Rector and the Head of the Deans Office shall be understood to be the Deputy Director. The minutes of the vote by email shall be verified by the Director and one of the seniors.

College Teacher¹³⁰

Article 13/A

- (1) The College teacher is involved in the organisation of the operation of the College, and supports the Director of the College.
- (2) In addition to the duties indicated in the University's Residence Hall Regulations, OOR, III.4, Student Requirement System, the duties of the College Teacher:
 - a) to ensure that the house rules of the College are observed and enforced,
 - b) to collect, deal with and forward to the competent persons the college students' questions and problems relating to their accommodation,
 - c) to provide weekly consulting hours for college students,
 - d) to coordinate the seniors' activities and to forward their requests to the Director,
 - e) to supervise the proper operation of the College' website,
 - f) to authorize overnight stays, if all the residents of the given apartment have agreed to this, and to forward the request for accommodation,
 - g) to initiate a disciplinary proceeding against a college member, if necessary,
 - h) to coordinate the inspection of accommodation,
 - i) to forward any technical problems that may arise during the inspection of the accommodation.

Seniors

Article 14

- (1) The student leaders of the College are a male and female senior elected by the General Assembly from among the college students.
- (2) The seniors are the leaders of the college students. Male and female seniors have the same rights and obligations.
- (3) ¹³¹A college student who participates in a master programme, or has completed at least four active semesters in a bachelor or single-cycle long programme may be chosen as a senior.

¹²⁹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹³⁰ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹³¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- (4) ¹³²Seniors are elected at the last General Assembly of the academic year. Their term of office is for one academic year and runs from the beginning to the end of the following academic year. Graduating bachelor students may also be elected as seniors if they have applied for one of the master programmes of the University's Faculty of Humanities and Social Sciences. If a graduate student elected as a senior does not gain admission or does not establish a student status or does not become a college student again, a new senior shall be elected at the first General Assembly of the academic year, and if elected, his/her term of office shall be for the current academic year.
- (5) Any college student may nominate a senior by submitting the nomination form to the Director's office by the end of the working hours 3 days prior to the General Assembly electing the seniors. On the nomination form the candidate shall declare his/her acceptance of the nomination. The nomination form shall be published by the Director on the website of the College. If the candidate does not meet the conditions referred to in section (3), the Director shall exclude the candidate.
- (6) The male and female candidate who received the most votes shall become the senior. In the event of a tie between candidates of the same sex, the vote shall be repeated for the two candidates with the highest number of votes. In the event of a tie in the second vote, the senior shall be chosen by lot.
- (7) ¹³³If a senior resigns or his/her college membership is terminated for any reason during the academic year, the Director shall convene a new General Assembly within 30 days to elect a new senior. The term of office of the senior elected during the year shall last until the end of the academic year.
- (8) A motion of censure signed by 30% of the college members can be submitted against any of the seniors to the Director. The motion of censure shall state the reasons and shall be accompanied by a nomination form for the new senior(s), as set out in section (5). In such a case, the Director shall convene the General Assembly within 8 days, the first item on the agenda of which shall be the motion of censure against the senior(s). If the motion of censure is accepted, a vote on the new senior(s) shall be taken at the same General Assembly.

Article 15

- (1) The tasks of the seniors are ¹³⁴
 - a) to represent the interests of college students, to implement their initiatives,
 - b) to organize and coordinate the student life and programmes of the College,
 - c) to maintain contacts with the organisations, instructors and the Students' Union of the College and the Faculty,
 - d) to make proposals on programmes, conferences, courses to be held in the College and on their instructors, to contribute to the maintenance of order in the College and the inspection of the students' accommodation,
 - e) to participate in consultations and mediation procedures in College matters,
 - f) to perform the tasks assigned to them by the Director.

Workshops

Article 16

- (1) At the College, teaching, scientific and research work is carried out in workshops. The workshops are set up by the Director based on the study programmes offered by the Faculty and the courses of the college students, and on the basis of the opinion of the General Assembly.
- (2) The aim of the workshops is to provide a framework for the research and scientific activities of the college students.
- (3) The workshops operate independently, on the basis of separate workshop programmes.

¹³² Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹³³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹³⁴ Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- (4) The creation of a new workshop may be initiated by any member of the General Assembly. The proposal for the creation of a new workshop shall be submitted to the Director who shall submit it to the next General Assembly.
- (5) Members of the workshop:
 - a) head of workshop,
 - b) the teacher of the workshop,
 - c) college students studying in a related field(s) of study.
- (6) The workshop is led by the head of workshop. The head of workshop is appointed by the Director for an indefinite or fixed term, after obtaining the opinion of the General Assembly and with the consent of the Dean of the Faculty. In the case of a fixed term, the appointment may be renewed several times.
- (7) Tasks of the head of workshop:
 - a) prepare the workshop's study programme which details the training strategy of the workshop and sets out the study obligations of the workshop members,
 - b) to convene a workshop meeting at least twice a semester,
 - c) in consultation with the workshop assembly, make a proposal for the courses, timetable and semester programme of the workshop,
 - d) report to the General Assembly on the work of the workshop once a year,
 - e) monitor and evaluate the performance, progress and diligence of the workshop students, and evaluate them with the workshop teachers every semester.
- (8) The workshop meeting is open to all college students, and attendance is compulsory for workshop members. No more than one unexcused absence per semester is allowed from the workshop meeting. More than one unexcused absence results in the termination of the student's college membership.
- (9) The workshop meeting:
 - a) approves the workshop programme prepared by the head of workshop,
 - b) may propose the courses, the timetable, the semester programme and the teachers for the workshops.
- (10) Until the end of the registration week of any semester, a college student may ask the Director to transfer him/her to another workshop. The application must be accompanied by the recommendations from the heads of workshops he/she wishes to leave and join.

College teachers and staff¹³⁵

Article 17

- (1) The educational tasks of the College are carried out primarily by full-time instructors of the University. In justified cases, the College may also engage external tutors.
- (2) ¹³⁶The person exercising the employer's rights over the teaching staff of the College is the same as the person exercising the employer's rights over the teaching staff of the Faculty. The person exercising the employer's rights over the non-academic staff of the College is the same as the person exercising the employer's rights over the non-teaching employees of the residence hall.
- (3) ¹³⁷Instructors, researchers and teachers employed on a contract basis shall be engaged by the Director or the head of workshop on the proposal of the heads of workshop and with the approval of the Dean.

RIGHTS AND OBLIGATIONS OF COLLEGE STUDENTS

College membership

¹³⁵ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹³⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹³⁷ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

Article 18

¹³⁸A student who has been admitted to a full-time bachelor, master, single-cycle or doctoral programme of the Faculty of Humanities and Social Sciences of the Károli Gáspár University of the Reformed Church in Hungary, and has been successfully admitted to the College on the basis of the entrance examination may become a member of the College.

Article 19

(1) The college membership shall terminate:¹³⁹

- a) on the date of the pre-degree certificate (Absolutorium), on the last day of the semester in which the pre-degree certificate was obtained,
- b) if the college student resigns his/her membership in writing, at the time of making the declaration (see Annex) or at a later date indicated in the declaration,
- c) if the college student's student status with the University has been terminated, on the date of termination,
- d) if the college student has not taken any college course during an active semester,
- e) if the college student's adjusted credit index falls below 4,50 for two consecutive semesters,
- f) ¹⁴⁰if the number of credits collected by the college student is more than 33 credits below the credits to be completed according to the sample curriculum for the semester,
- g) if the college student is absent without justification from more than one college meeting,
- h) if the college student is absent from more than two General Assemblies per year without having given an excuse,
- i) if the college student fails to meet the language learning requirements of the College,
- j) if the college student fails to register and submit a paper for the Scientific Students' Association Conference in accordance with the formal and content requirements published on the website of the Council of the National Scientific Students' Association by the deadline, as set out in Article 24,
- k) ¹⁴¹if a disciplinary sanction of expulsion from the College has been applied to the student in accordance with the provisions of Article 21.

(2) ¹⁴²In the cases specified in point b) of section (1), college membership shall be terminated by declaration.

(3) In the cases specified in points d)-i) of section (1), the termination of the college membership shall be determined by the decision of the Director. The college student may appeal against the termination of his/her membership to the Dean of the Faculty for legal remedy. There is no further appeal against the decision of the Dean.

(4) In the event of termination of the college membership for any reason, the student is obliged to notify the Director without delay and move out within 8 days of termination of the student status or college membership. In the event of failure to do so, the student shall pay the pro rata rate of one month's residence hall fee per night for each night of unauthorized use, in addition to the residence hall fee.

Article 20

(1) ¹⁴³The college membership may be terminated if the student

- a) is absent from more than one quarter of the classes at the college,
- b) fails to meet the course requirements for two consecutive semesters,
- c) has failed to complete his/her courses in the college,
- d) is more than one month late in paying the fees.

¹³⁸ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹³⁹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁴⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁴¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁴² Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁴³ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- (2) ¹⁴⁴In relation to a)-c) of section (1) the opinion and assessment of the head of workshop shall prevail.
- (3) The Director decides on the termination of the college membership based on the opinion of the head of workshop.
- (4) The college student may appeal against the decision to terminate his/her college membership to the Dean of the faculty. There is no further right of appeal against the Dean's decision.

Article 21

- (1) The college membership may be terminated by disciplinary proceedings:
 - a) if the student seriously violates the Organizational and Operational Rules or the House Rules of the College, or the Students' Disciplinary and Compensation Regulation of the University,
 - b) if the college student who lives in the dormitory leaves for more than one month during the study period without prior notice, and does not give an acceptable reason for his/her absence.
- (2) Disciplinary proceedings are initiated by the Director with the Dean, and are conducted in accordance with the Students' Disciplinary and Compensation Regulation of the University.

Rights of the college student

Article 22

In addition to the rights set out in the other University regulations, the following rights are granted to the college student:

- a) may participate in discussions on matters relating to the College, express his/her opinion freely and make suggestions,
- b) have unhindered use of the living space and common areas provided for him/her,
- c) have the right to use the services of the College and the facilities provided by the College for study, culture, entertainment and sports,
- d) may, in compliance with the official way, turn to the competent bodies or leaders of the College with personal or community problems. He/she is entitled to receive a substantive answer to his/her requests and comments within 30 days.
- e) may initiate and participate in the work of professional courses or any other organisation.

Article 23

- (1) Resident and non-resident members of the College enjoy the same rights, except for residence hall accommodation which is reserved for resident members.
- (2) In exceptionally justified cases, a non-resident college student may request a change of status to resident and vice versa. The Director decides on the change of status. There is no right of appeal against this decision of the Director.

Article 24

¹⁴⁵In addition to the obligations set out in other University regulations, the college student is obliged to:

- a) pay the residence hall fee on time,
- b) observe and comply with the rules and regulations of the University and the College, the House Rules and the decisions of the Director,
- c) give prior written notice of the suspension of his/her student status,
- d) preserve the good reputation of the University and the College,
- e) clean regularly the accommodation provided to him/her,
- f) use, preserve and protect the equipment entrusted to or used by him/her in accordance with its intended use,
- g) complete his/her university studies in accordance with the provisions of this Regulation,

¹⁴⁴ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁴⁵ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- h) participate in the college workshops and fulfil the academic obligations of the College to the best of his/her abilities,
- i) participate in the work of the scientific students' association at the faculty as follows:
 - o from the 3rd active semester, college students studying in bachelor and single-cycle teacher training programme shall write a paper that meets the formal and content requirements published on the website of the National Scientific Students' Association and submit it by the deadline at the appropriate place,
 - o from the 1st active semester, college students participating in a master programme shall write a paper that meets the formal and content requirements published on the website of the National Scientific Students' Association and submit it by the deadline at the appropriate place.
- j) one publication or public conference appearance per year, the requirements for which are determined by the head of workshop,
- k) attend the General Assembly and the workshop meetings.

Moving in¹⁴⁶

Article 24/A

- (1) The college student admitted to the College
 - a) may use the accommodation allocated to him/her during the period indicated in the admission notice,
 - b) has the right to register the address with the local government within 72 hours. The completed form, obtained from the local government office must be handed in to the College administrator and signed by the College Director.
 - c) ¹⁴⁷can change rooms in the first week after moving in. After this, if justified, a room change may take place once in a semester. This requires the mutual agreement of the persons concerned. In the absence of this, no room change is possible.
 - d) When moving into the residence hall, the student must sign a residence contract, sign a declaration of acknowledgement and acceptance of the House Rules and the accident prevention and fire safety regulations, to take over the equipment and the duvet in the room on the basis of an inventory on the Duvet Registration Sheet.
 - e) acknowledges that there is a key to each accommodation unit, which the last student to leave the room must always hand in at the reception and that it is strictly forbidden to take it out of the College premises. When moving out and handing over the room, the room key must be handed over to the reception staff.

Moving out of the College¹⁴⁸

Article 24/B

- (1) When leaving the College
 - a) the student wishing to leave must notify the college teacher of any departure longer than a week, and, if possible, provide his/her contact details or address.
 - b) at the end of the spring semester, but no later than the day after the examination period, all students must move out of the College. If the stay extends into July (graduation period), a proportional college fee must be paid.
 - c) the intention to move out must be notified in writing 15 days prior to the date of moving out. When moving out of the College, the rooms must be handed over to the reception staff, with the keys, cleaned and according to inventory.

¹⁴⁶ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁴⁷ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁴⁸ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- d) in the case of a move out during the year, the college student must pay the college for the current month and two additional months. The College Director may, in justified cases, exempt the student from the payment of the fee for the additional two months. There is no appeal against the decision of the Director.
- e) summer accommodation in the College may be applied for in writing by 1st June at the latest, by submitting at the same time the research work plan approved by the head of workshop (see Appendix). The research work plan is approved by the head of workshop and then by the Director, after prior consultation. If the research work plan is not approved by either the head of workshop or the director, the college student must move out for the summer holiday by the date specified in point b) of section (1) of this Article at the latest.

STUDY ORDER OF THE COLLEGE

Article 25

- (1) Students admitted to the College shall fulfil their study obligations by completing the courses announced for them in the College.
- (2) ¹⁴⁹ ¹⁵⁰College students obtain their diplomas attesting a degree and professional qualification at the University's Faculty of Humanities and Social Sciences. Upon completion of the College's workshop programmes, the student will receive a certificate at the same time as receiving his/her diploma.
- (3) Talen management in the college is basically seminar-style, intensive subject teaching in small groups, but other methods (mentoring, lectures, specialised programmes) can also be applied.
- (4) Only college students may take a college course. In exceptional cases, the Director may allow a non-college student to take a course. No appeal lies against this decision of the Director.
- (5) A college course may, with the permission of the Director, be offered to all students of the Faculty or the University, both as specialized or non-specialized courses.

Article 26

- (1) The college student must notify the Director of his/her intention to suspend his/her student status for the semester in question before the day of moving in.
- (2) If the student suspends his/her student status after the registration, he/she must notify the Director without delay.
- (3) Students with passive student status are not eligible for college accommodation and services. During this period, the college membership is suspended.
- (4) ¹⁵¹If the student notifies the suspension of his/her student status after moving in, or he/she receives permission to suspend his/her student status after the move-in, he/she must move out of the College within 8 days of the notification or permission. In this case, the pro rata fee already paid for the current month will be refunded. Repayment will be arranged by the Director.
- (5) ¹⁵²If the college student fails to comply with the obligation to notify the College in accordance with this Article, his/her college membership may be terminated by disciplinary proceedings.

Article 27

- (1) ¹⁵³The provisions of points d)-h) of Article 19 (1) shall not apply to college students who are studying abroad in the framework of Erasmus or other study abroad programmes while maintaining their active student status in the given semester. In their case, participation in the college courses is

¹⁴⁹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁵¹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵² Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵³ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

not compulsory either. In the semester(s) covered by the study abroad programme, the framework for talent management must be completed in a manner agreed with the head of workshop.

- (2) If the college student spends at least 3 months of the semester abroad during the study abroad programme referred to in section (1), the language learning obligation for that semester shall be deemed to have been fulfilled.

Language learning requirements

Article 28

- (1) ¹⁵⁴After admission, all college students are required to learn at least one foreign language in which they do not yet have an advanced (C1) complex language exam (or equivalent school-leaving certificate or diploma) and which is one of the languages taught by the Centre for Foreign Languages and in which they can reach at least B2 level during their studies. The college student must continue to learn this language until he/she have obtained at least an advanced (C1) complex language exam (unless he/she already has an advanced (C1) complex language examination certificate, in which case it is sufficient to learn the language until the student has obtained an intermediate (B2) complex language exam).
- (2) ¹⁵⁵ ¹⁵⁶Students of History bachelor or master programme, Liberal Arts bachelor programme, Religious Studies master programme and Teacher of History, Teacher of History and Civics teacher training programmes may also choose Latin.
- (3) ¹⁵⁷ ¹⁵⁸The college student must take and complete at least one language course in the language of his choice each semester from among the language courses offered by the Centre for Foreign Languages, until he/she presents the document certifying the successful completion of the language examination in the chosen language in accordance with section (1). In the case of Latin, language learning takes place in a college or other university course.
- (4) ¹⁵⁹ ¹⁶⁰A college student may be exempted from the obligation to learn languages if he/she has fulfilled the foreign language requirements for the award of a diploma at the university, and has passed at least an advanced (C1) complex language examination in the language chosen according to sections (1)-(3) and at least an intermediate (B2) complex language examination (or an equivalent diploma) in another language and presents the relevant document.
- (5) If the college student has fulfilled the requirements set out in section (4), i.e. has an advanced (C1) complex language examination in a foreign language and an intermediate (B2) complex language exam in another foreign language (or an equivalent school-leaving certificate or diploma), he/she must take an academic writing and reading course in the language in which he/she has an advanced (C1) complex language exam. If the student has advanced (C1) complex language examinations (or equivalent school-leaving certificate or diploma) in two (or more) foreign languages he/she must choose one of these languages to take an academic reading and writing course.
- (6) If the college student already has an advanced (C1) complex language examination in a foreign language at the time of admission, or if he/she obtains it during his/her college membership, but may not be exempted from the language learning obligations under section (4), he/she may, in addition to continue to learn the language, at his/her choice, take the academic reading and writing course. The academic reading and writing course can only be taken by a college student who has an advanced (C1) complex language exam in that language.
- (7) ¹⁶¹The college student must fulfil the language exam requirements specified in the programme and outcome requirements of his/her study programme, by the following date:

¹⁵⁴Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵⁵Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵⁶Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁵⁷Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁵⁸Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁵⁹Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶⁰Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁶¹Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

- a) for students studying in bachelor and single-cycle long programmes, by the end of the 4th active semester;
 - b) for master students, by the end of the 3rd active semester;
 - c) for doctoral students, by the end of the 4th active semester.
- (8) ¹⁶² ¹⁶³After having fulfilled the language exam requirements set out in the programme and outcome requirements of their study programme, but not later than the beginning of the 5th semester, college students studying in single-cycle long programmes must choose another language according to section (1), or continue to learn the language chosen earlier in order to obtain the advanced (C1) complex language exam. The provisions of sections (2)-(4) shall also apply to the choice of this language. If the college student participating in a single-cycle long programme has already fulfilled the language exam requirements specified in the programme and outcome requirements of his/her study programme at the time of admission, his/her language learning obligation in the college is deemed to have been fulfilled by passing an intermediate (B2) complex language examination in a second language or an advanced (C1) complex language exam in the first language.
- (9) ¹⁶⁴By the end of the 8th active semester, students studying in a single-cycle long programme and by the end of the 3rd active semester, students enrolled in a master programme must obtain an intermediate (B2) complex language exam in the second language, referred to in section (1)-(5), or the advanced (C1) complex language examination in the first language, and present the language examination certificate or equivalent document attesting the successful completion of the language examination.
- (10) ¹⁶⁵If the college student fails to successfully complete the language course taken in the given semester or fails to present the required language exam certificate(s) or equivalent document(s) by the date specified in sections (6) and (8), the student's college membership shall be terminated.

ADMISSION RULES OF THE COLLEGE

Article 29

- (1) ¹⁶⁶Admission to the College is only possible after a successful admission procedure as follows:
- a) bachelor students may apply for a college membership twice: at the beginning of their studies or after two active semesters, before the start of the third semester of their studies. A bachelor student who has completed two active semesters may only apply for admission during the announced admission procedure and if his/her application shows that he/she has exceptional talent. A bachelor student who has completed two active semesters, before the start of his/her 3rd semester, may apply for admission only if he/she agrees, if admitted to the college, to take the four-semester Specialization Programme of the Benda Kálmán College of Excellence in Humanities and Social Sciences (provided that his/her study programme allows it). A bachelor student who has completed two active semesters may be admitted only if the available places in the College have not been fully filled by students starting their studies.
 - b) master students can only apply for college membership at the same time as starting their studies (before the start of their first active semester);
 - c) students studying in single-cycle long teacher training programme can apply at the beginning of their studies, and then before the start of each academic year, but no later than the start of their seventh active semester. Students studying in single-cycle long teacher training programmes may apply for admission to the College no more than twice during the period referred to in this section. A student enrolled in a single-cycle long teacher training programme who does not apply for college membership at the beginning of his/her studies may be admitted

¹⁶² Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁶⁴ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶⁵ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

only if the available places in the College have not been fully filled by students starting their studies.

- (2) ¹⁶⁷The application for admission to the College is announced by the Director by 10 July for the autumn semester, and by 10 January for the spring semester. The application includes, but is not limited to, the following:
 - a) the number of admissions,
 - b) deadlines for admission,
 - c) the dates of the interviews,
 - d) deadlines for admission decisions.
- (3) ¹⁶⁸The following documents must be attached to the application:
 - a) a completed application form and the applicant's curriculum vitae,
 - b) a copy of the applicant's paper/publication relating to his/her study programme at the University and which he/she considers to be the best;
 - c) a recommendation from a teacher who is familiar with the applicant's study programme who knows him/her, in the case of applicants from secondary schools, a recommendation from a secondary school teacher.
- (4) ¹⁶⁹The application can be accompanied by copies of documents certifying the applicant's results, activities and circumstances indicated on the application form.

Article 30

- (1) ¹⁷⁰During the admission procedure, the Director's work is assisted by the Teachers' Admission Meeting and the admission boards.
- (2) ¹⁷¹Members of the Teachers' Admission Meeting:
 - a) Director,
 - b) Deputy Director,
 - c) seniors,
 - d) heads of workshops,
 - e) College teacher.
- (3) The admission boards consist of three members:
 - a) the competent head of workshop,
 - b) the Director, or an instructor appointed by him/her,
 - c) a college student belonging to the workshop, delegated by the seniors.
- (4) The instructor referred to in point b) of section (3) can be
 - a) an instructor of the College (preferably employed by the University),
 - b) the Dean of the Faculty,
 - c) the Vice-Dean of the Faculty.

Article 31

- (1) ^{172 173}The application procedure takes place in three rounds:
 - a) the Director, or in his/her absence and by his/her assignment the Deputy Director, formally assesses the submitted applications and distributes them to the relevant admission boards by workshops. In the event of a formal failure, the Director, or in his/her absence and by his/her assignment the Deputy Director, shall exclude the applicant from the admission procedure in this round,

¹⁶⁷ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶⁸ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁶⁹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁷⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁷¹ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁷² Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁷³ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

- b) in the second round, the competent admission board shall hear the applicants in an oral interview. On the basis of these interviews, the admission boards will send the evaluation of the applicants and the ranking of the recommended applicants to the Teachers' Admission Meeting,
 - c) at the final, third round, the Teachers' Admission Meeting will summarise the rankings received from the admission boards and prepare a ranking list of the applicants proposed for admission. At the same time, the Teachers' Admission Meeting may draw up a waiting list valid for one academic year.
- (2) The decision on admission is taken by the Director on the basis of the ranking made by the Teachers' Admission Meeting. When making his/her admission decision, the Director is not bound by the proposal of the Teachers' Admission Meeting. The admission decision shall specify the workshop to which the applicant has been admitted. In his/her decision, the Director is not bound by the choice made by the applicant. There is no appeal against the Director's decision on admission.
- (3) ¹⁷⁴A student admitted to a non-resident status may be placed on a waiting list which must be notified in the admission decision. In the event of a vacancy in the college, the Director may offer a resident status to the student on the waiting list. If the offer is accepted, the non-resident student becomes a resident student.

Article 32

- (1) ¹⁷⁵ ¹⁷⁶The membership of the student admitted to the College shall be for the duration of the student's studies specified in the programme and outcome requirements. In the case of a student admitted in a higher year, his/her membership shall be for the remaining period of his/her study programme set out in the programme and outcome requirements.
- (2) ¹⁷⁷ If the college student does not obtain a pre-degree certificate (Absolutorium) during the active semesters specified in the programme and outcome requirements of this/her study programme, he/she may, on the recommendation of the head of workshop, ask the Director to extend his/her membership by a maximum of two semesters. The college membership may not be extended further.
- (3) If the college student is studying parallelly in two study programmes at the Faculty, he/she may request that his/her membership be extended until the end of the duration of the study programme started later.
- (4) ¹⁷⁸A master student may only be admitted to the College with a recommendation from the head of workshop if he/she did not receive his/her bachelor's degree in the semester of his/her final examination due the lack of a language exam.
- (5) A doctoral student may only be admitted to the College with a recommendation from the head of workshop if he/she does not have at least two intermediate (B2) complex language examinations (or equivalent school leaving certificate or diploma).

Article 33

¹⁷⁹If, after completing the bachelor programme, the college student is successfully admitted to a master programme of the Faculty, his/her membership will be automatically extended for the duration of the master programme specified in the programme and outcome requirements, on the recommendation of his/her head of workshop.

¹⁷⁴ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁷⁵ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁷⁶ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁷⁷ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁷⁸ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁷⁹ Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

Article 34

¹⁸⁰The members of the College are mainly residential students. Admission as a visiting student is only possibly in particularly justified cases which must be explained and certified in detail in the application (accompanied by the relevant documents).

Request for equity**Article 35**

- (1) ¹⁸¹Upon the college student's request, the Director may, no more than once during his/her membership, exercise equity in relation to a provision of this Regulation other than those referred to in section (2) of this Article, provided that it does not conflict with the law or other regulations of the University. Director's equity may not be granted in cases where the student's obligation is required by law or the request is made to circumvent such obligation. By using the one-time request for equity, the student does not exhaust the possibility of Dean's equity under Article 11 of the University's Academic and Exam Regulation (OOR III, Student's Requirement System).
- (2) The Director may not exercise equity in the event of failure to comply with the obligations set out in Article 28 of this Regulation.

Entry into force of the Regulation**Article 36**

- (1) The amended and consolidated text of this Regulation was adopted by the Senate on 23 June 2021. The amendments to the Regulation shall enter into force on 24 June 2021. The scope of the amendments shall apply to all students and applicants, regardless of when their student status was established.

Budapest, 24 June 2021.

Dr. Ágnes Czine
Acting Rector

¹⁸²Appendices

- 1 College maintenance log
- 2 Authorization of the apartment supervisor
- 3 College withdrawal form
- 4 Move-out declaration
- 5 College research work plan

¹⁸⁰ Amended by Senate Resolution No. 116/2021 (VI. 22.), effective from 24 June 2021.

¹⁸¹ Amended by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

¹⁸² Added by Senate Resolution No. 75/2019 (V.15), effective from 1 August 2019.

Appendix 1 to Annex 9**College Maintenance Log**

We kindly ask for the cooperation of the residents of each apartment in cleaning the premises and keeping them tidy from week to week. The equipment required for the cleaning (mops, vacuum cleaner) can be asked by handing in the student ID card at the reception. The cooperating and supporting participation of the apartment supervisor, elected by the students, is obligatory at the apartment inspection.

KITCHEN	BATHROOM	BEDROOM
Floor	Floor	Floor
Kitchenette, sink, refrigerator (and other electrical appliances), emptying of selective waste bins	Shower, washbasin, toilette	Beds, desks

APARTMENT NO:

APARTMENT EVALUATION:

Pass / Fail

Budapest, 20.

EVALUATORS:

.....

College teacher

.....

Senior

Senior

Appendix 2 to Annex 9**Authorization of the Apartment Supervisor**

By signing this permit, the authorizing students agree that the apartment supervisor chosen by them will be present in the apartment for the entire duration of the inspection and, under his/her supervision, the college teacher and two seniors may check all the rooms of the apartment. The authorization is valid for one month. At the beginning of each new month, the residents of the apartment must choose a new apartment supervisor responsible for the cleanliness of the apartment at the time specified below.

	APARTMENT SUPERVISOR	AUTHORIZOR 1	AUTHORIZOR 2
Name (legible)
Signature
		AUTHORIZOR 3	AUTHORIZOR 4
	
	

APARTMENT NUMBER:

MONTH, YEAR:

EVALUATORS:

Date: Budapest, 20.

.....

College teacher

.....

Senior

Senior

Appendix 3 to Annex 9**College Withdrawal Form**

I, the undersigned,

Name:

Neptun Code:

Educational ID number:

Workshop(s):

Study programme:

as a member of the Benda Kálmán College of Excellence in Humanities and Social Sciences, declare by signing this document that I no longer wish to remain a member of the College from the date (day) (month) (year).

Budapest, day month year

.....

Student's signature

Appendix 4 to Annex 9**Move-out Declaration**

I, the Undersigned,

Name:

Neptun Code:

Educational ID number:

Workshop(s):

Study programme:

Room number:

have moved out of the Benda Kálmán College of Excellence in Humanities and Social Sciences at ...
o'clock this day. I have cleaned my part of the room No. ... I have removed everything from the closets
and the drawer for bed linen. I handed over the keys. I took the trash to the container.

(Please tick as appropriate):

☐ I took my personal belongings home.

☐ I have placed my personal belongings in the place indicated by the caretaker.

In full knowledge of my legal responsibility I declare that I have no debts to the College.

Budapest, day month year

.....

Student's signature

Appendix 5 to Annex 9**College Research Work Plan**

Name:

Neptun Code:

Educational ID number:

Workshop(s):

Study programme:

Planned topic, activity:

Intended outcome:

I, the Undersigned,, as Head of Workshop 1, hereby approve the research work plan.

Date: Budapest, ... day, month, year.

.....
Signature of Head of Workshop 1

I, the undersigned,, as Head of Workshop 2, hereby approve the research work plan.

Date: Budapest, day month year.

.....
Signature of Head of Workshop 2

I hereby declare the research work plan.

Date: Budapest, ... day month year.

.....
Director

Drafting the work plan

(1-2 pages)