

# Unified House Rules for the Halls of Residence

## 1. General provisions

- 1.1. The residents of the Halls of Residence (hereinafter referred to as: Residents) are natural persons living lawfully in the Halls of Residence and utilizing place, service place (accommodation, or a residential unit) in the Halls of Residence based on legal status in the Halls of Residence or Rental agreement.
- 1.2. Territorial scope of the House Rules: These House Rules apply to all sites/buildings/building units operating as Halls of Residence of the Corvinus University of Budapest (hereinafter referred to as: Halls of Residence), not including colleges for advanced studies operating in a separate building and by their own house rules.
- 1.3. The purpose of the Halls of Residence:
  - a.) its main task: is to provide accommodation, as well as an adequate opportunity for relaxation and learning for the Residents
  - b.) its priority task is to promote the widest possible scope of the Residents' academic work
  - c.) its additional task is to ensure the opportunities for general cultural activities, contentful leisure time, physical exercise – based on the opportunities –, as well as the cultivation of traditions for the Residents.
- 1.4. The Resident shall acknowledge the decisions of the Residents' Meeting and the representative Halls of Residence Council, observe the fundamental laws of social cohabitation, especially the Organisational and Operational Rules of the Halls of Residence of the Corvinus University of Budapest (hereinafter referred to as: Rules) and the regulations of these House Rules.
- 1.5. The Residents are financially responsible for any damages derived from the unintended use of the premises, area and furniture of the Halls of Residence occurred in their condition, as well as for any damage caused by negligence or by intention. Causing a high-value, intentional damage will result in disciplinary proceedings. It is strictly prohibited to take any equipment or furniture out of the territory of the Halls of Residence. Failure to comply with this rule will result in disciplinary proceedings.
- 1.6. Residents shall adapt to the daily cleaning and maintenance schedule, as well as to the renovation and reconstruction works. Residents shall fully cooperate with the associates of the Halls of Residence's facility management.
- 1.7. It is of the interest of and it is expected from all Residents to immediately report any malfunctions and damage observed in the buildings and equipment of the Halls of Residence. Reporting should take place in the breakdown reporting log located at reception, or at the designated e-mail address.
- 1.8. All Residents shall move into the room assigned to them and use it exclusively; it is Strictly Prohibited to habitually reside in an other room, which was not assigned to them.
- 1.9. Based on Annex HTJSZ 5/cb all Residents (all Residents having legal status in the Halls of Residence, including own students, graduated students, or students of an external or other institution, except for the students of IOK and Stipendium Hungaricum scholarship programmes) shall pay cultural contribution in each semester via the Neptun collective account (except for: Székesfehérvár Campus), by which the Halls of Residence Council organises various cultural events (theatre, cinema, exhibition and museum visits, tea houses, thematic gatherings, etc.). Failure to pay this fee might result in disciplinary

proceedings. In the event of moving out in mid-semester, the fee shall not be reimbursed.

- 1.10. The Management of the Halls of Residence assumes no liability for the disappearance of the Residents' personal assets.
- 1.11. It is prohibited to:
  - a) bring in, keep, consume or distribute drugs or other mind-altering substances in the Halls of Residence by the Residents,
  - b) smoke in the building of the Halls of Residence,
  - c) endorse the access card to the Halls of Residence on someone else,
  - d) receive drunk or dazed visitors, or visitors under the influence of drugs, as well as those, who are solicitous from a public health aspect,
  - e) have strangers stay in the rooms without authorization,
  - f) dispense justice and abstract the personal assets of fellow students,
  - g) dry clothes in the hallways and kitchens, or keep clothes dryers there,
  - h) disturb the peace and learning of others,
  - i) hold events without authorization,
  - j) appear in offensive clothing in the social areas of the Halls of Residence,
  - k) bring into or keep any animals in the rooms, apartments and social areas of the Halls of Residence,
  - l) display totalitarian symbols in the entire territory of the Halls of Residence,
  - m) throw objects/ litter from the window (might result in immediate disciplinary proceedings and the unilateral termination of the Halls of Residence Agreement),
  - n) cover or damage the fire and smoke alarm, unreasonable use of any fire protection equipment (will result in immediate disciplinary proceedings and the unilateral termination of the Halls of Residence Agreement).
- 1.12. Security service at the reception of the Halls of Residence monitors the camera system controlling the social areas in the Halls of Residence, as well as the fire alarm and access control systems. Should the rules be breached, the reception service is obligated to intervene.
- 1.13. When receiving a visitor, reception service might deny access with the consent of the senior guard on duty and/or the Dorm Manager or the operations coordinator based on the deliberation of public health, asset or other safety risks.
- 1.14. Depending on the extent of breach, criminal, infringement, disciplinary or compensation procedures may be initiated against the violators of regulations, and/or penalty points may be awarded based on the penalty score system contained in these House Rules. There might be cases, when Residents are obligated to pay a separate procedural fee.

## **2. General rules of moving in and out of the Halls of Residence**

- 2.1. Moving in and out of the Halls of Residence may take place in compliance with the Rules of the Halls of Residence, on the date/in the time listed in the Move in/out request. The dates/times are defined by the administrators in charge of the buildings; in justified cases different times may be requested individually, exclusively during working hours.
- 2.2. The endorsement and submission of the dormitory access card (in case of Ferenc Földes Dormitory: room key too) is also possible based on a written authorization signed by two witnesses, however, the room shall be handed over based on reconciliation with the Secretariat/Facility Management before the submission of the card.

- 2.3. Those Residents, who do not completely return the picked up equipment upon moving out, or do not hand over their rooms in accordance with the original conditions upon take over, are liable to pay damages, and also forfeit the Move in request fee (downpayment).
- 2.4. Should Residents not have a pre-approval by the administrator in charge of the dormitory building, they will forfeit the Move in request fee (downpayment) in case the move out date is delayed.
- 2.5. Residents may register their place of residence at the competent governmental agency, however, the Resident leaving the Halls of Residence is to ensure re-registering and also altering his/her notification address.
- 2.6. Following the submission of the Move out request no later than the date of her/his actual removal, Residents shall present their rooms and submit their room keys and access cards (the submission of the access card may also take place in accordance with point 2.2 with an authorization), and in case they registered in the Halls of Residence with a governmental agency, they are to cancel their place of residence.
- 2.7. The moving in and out of Residents admitted in mid-year also takes place according to these regulations.
- 2.8. The deadline regarding the moving out of Residents expelled from the Halls of Residence by a university disciplinary procedure shall be recorded in the disciplinary proceedings. Residents shall move out of the Halls of Residence within 24 hours of the expiration of the deadline.

### **3. The moving in regime**

- 3.1. Moving in is only possible by the completion of the Move in request submitted exclusively in Neptun by the deadline and/or until the date of moving in, by the payment of the request fee (downpayment), and by its valid submission.
- 3.2. Upon receipt of the access card each Resident shall
  - a) present some picture ID suitable for identification
  - b) in case of an authorized person, the power of attorney containing the personal information of the authorized person (picture ID number, permanent address, date and place of birth, Mother's name), the personal information of two witnesses (picture ID number, permanent address, date and place of birth, Mother's name), as well as the signature of the authorized and the authorizer. The authorized person shall present his/her picture ID contained in the power of attorney.
- 3.3. The room is allocated by the Dorm Manager – in certain cases with the cooperation of Senior assistants – by taking the features of the building into consideration.
- 3.4. The main criteria of room allocation is to accommodate students of the same gender and possibly of different grades, but of the same faculty in the same room. There might be a deviation in certain cases (e.g.: siblings, husband and wife, etc.)
- 3.5. Following their moving in, each Resident shall participate at
  - a) the Residents' Meeting of the Halls of Residence (Neptun Unipoll)
  - b) the accident and fire safety training
  - c) the building evacuation fire safety drill
- 3.6. Recording of room inventory on the issued form, recording of existing errors, indicating deficiencies, malfunctions to the operation in the specified way (booklet porch, e-mail)

## 4. The moving out regime

- 4.1. The moving out regime is established by the Management of the Halls of Residence in an information booklet. Moving out may take place after the submission of the specified Move out request, by signing the move out form and submitting the access card at the Secretariat/Dorm Manager.
- 4.2. Moving out may take place on the date/in the time listed and submitted in the Move out request. The selected day of moving out shall be pre-announced in the Move out request by the specified deadline.
- 4.3. Residents shall move out of the Halls of Residence:
  - a) if based on the penalty score system the Campus director unilaterally terminates the Halls of Residence Agreement of the Resident,
  - b) in the event of a disciplinary decision terminating student status,
  - c) in case the student status terminates due to any other reason,
  - d) in case of deferring an academic year or semester (passive student status),
  - e) if the Resident does not stay in the Halls of Residence habitually,
  - f) on the date following the expiration of a definite period,
  - g) in case of accident, unexpected event, force majeure.

## 5. Conditions of use regarding rooms and social areas

- 5.1. The maintenance of the order and cleanliness of residential rooms in the Halls of Residence is the interest and obligation of Residents. Failure to comply with the above shall result in penalty points.
- 5.2. It is strictly prohibited and dangerous to throw anything out of the windows of the building. (It will result in immediate disciplinary proceedings and the unilateral termination of the Halls of Residence Agreement.)
- 5.3. The last person leaving shall lock the door of the study rooms (the doors of bathrooms in the Földes Ferenc Campus) due to safety reasons. The Halls of Residence will not take any liability for personal assets placed in the rooms. The Police will only launch proceedings in the event of violent intrusion.
- 5.4. It is forbidden to take items placed in the social areas into the rooms or take furniture out of the rooms and put them there. In the event of internal move, refrigerators, beds, chairs, blankets and pillows might only be transferred from one room to an other with the authorization of the Dorm Manager.
- 5.5. The cleaning of rooms is a public health requirement and it is mandatory to empty the garbage cans into the designated containers; compliance with the above requirement might be controlled by the administrator in charge of the dormitory building, the operations coordinator, his senior assistants and the representative of the operator at least once per month together, or alone based on 24-hours advance notice. Residents of untended rooms identified during the inspections are warned by the Dorm Manager, that they have 3 days to recover cleaning, otherwise they shall receive penalty points. Should the cleaning not take place, the Dorm Manager may order the forced cleaning of the room, the cost of which will have to be born by its Residents. If it happens again, the Residents of the room might receive additional penalty points. Personal assets left in the kitchens or laundry rooms might be thrown away by the cleaning personnel.

- 5.6. It is forbidden to use heat generating and cooking/baking devices in the rooms. The community kitchen is established for this purpose. Residents are 100% liable for damage due to the above.
- 5.7. Only such decorations are allowed in the residential rooms, which do not harm the condition of the walls and the equipment. It is strictly prohibited to draw or paint on the walls or wall covers. Hanging pictures on the walls or wall covers is only allowed by mounting tools not causing permanent damage. It is prohibited to damage the wall covers and furniture of the Halls of Residence.
- 5.8. It is prohibited to apply stickers or pictures with liquid glue on the outside of the entrance or cabinet doors . It is strictly prohibited to draw, paint or fix posters on the doors with pins or thumbtacks. In the event of violating these rules, the perpetrator shall recover the damage or cover the cost of recovery, and it also results in penalty points.
- 5.9. Upon moving out the Residents shall rearrange the room, push the bed back to its original position, unfreeze the refrigerator and leave it empty and clean, as well as remove all garbage from the room. *(Room/bath acceptance criteria points:*
- Room:*
1. *the furniture is in its original position, have no damage and is clean*
  2. *there are no objects left inside the cabinets, their interior is cleaned and dusted*
  3. *the bed is clean, the bedsheets compartment is empty and dusted*
  4. *the walls and ceilings are clean, undamaged, have no picture, poster or glue on them, etc.*
  5. *the floors of the room are clean, cleaned (mopped up), there is no carpet, garbage or leftover object in the room*
  6. *the garbage bin is empty and washed*
  7. *the window sill is clean and washed*
  8. *the entrance door is clean*
- Sanitary block (Földes Ferenc Campus):*
1. *the floors of the room are clean, mopped up and scaled*
  2. *the wall tiles are clean and scaled*
  3. *the shower cabin is clean and scaled*
  4. *the shower tray is clean and scaled*
  5. *the basin is clean and scaled*
  6. *the toilet is clean and scaled*
  7. *the mirror, bath shelf and corner shelf are clean and scaled*
  8. *the division wall and the door are clean*
- During the mid-year inspection the hygienic conditions are implicitly in focus.*
- 5.10. Residents shall report any electronic equipment brought into the rooms to the Dorm Manager in writing. Devices with larger – over 1000 W – capacity may only be brought into the rooms and used with the written authorization of the Dorm Manager.
- 5.11. The University will not take any liability for possible breakdowns of privately owned electronic devices derived from use, or for accidents with electric shock. Only extension cords equipped with standard grounded switches may be used for electronic devices operated with a permit; any extension cords against the rules will be collected by management, kept until move out, then returned to the Residents.
- 5.12. Electronic connectors may only be used in the area of the Halls of Residence in accordance with the related electric shock protection and fire safety regulations.
- 5.13. It is prohibited to iron in the rooms due to fire safety, and in the sanitary blocks due to electric shock protection reasons. There is a separately nominated area for ironing in each campus.
- 5.14. It is strictly prohibited to damage or cover the smoke and heat detectors placed in the building. Residents shall cover the cost of the damage caused as well as the possible

- official penalty. (It will result in immediate disciplinary proceedings and the unilateral termination of the Halls of Residence Agreement.)
- 5.15. When using the rooms, social areas and equipment, Residents shall report any technical malfunctions accompanied by unexpected, severe consequences or damage with no delay at the Campus reception/Reception desk, especially:
    - a) Pipe breakage, water leakage/flow
    - b) Electric short circuit, smoke or fire,
    - c) Window breakage, torn windows or doors, broken out mosquito nets
  - 5.16. The spare keys to the rooms stored at reception may be temporarily given by reception service only to the Residents of the rooms based on their signatures in the key registration book (until the key is found or the personnel of the Halls of Residence solves the problem). The personnel of the Halls of Residence takes care of the replacement of lost keys, the cost of which is levied on the Residents of the concerned room and is recorded in Neptun as damages. The Campus director may aside from the payment of the fee in certain cases.
  - 5.17. It is strictly forbidden to have the room key copied. Failure to comply with this rule may result in penalty points.
  - 5.18. Residents, or external, third parties commissioned by them may not perform any technical work in the room.
  - 5.19. Upon moving out Residents leaving the room shall remove all items brought in at their own cost. Should the Residents place their assets, carpet, pieces of furniture, etc., that have become unnecessary upon leaving, and which do not belong to the category of communal waste in the area of the Halls of Residence, the cost of removal might be invoiced by the Halls of Residence to them.
  - 5.20. All Residents shall pay attention to the cleanliness of social areas. The removal of furniture from social areas, their unintended use or damage caused to them is prohibited. (Might result in penalty points.)
  - 5.21. It is strictly prohibited and dangerous to lean out, sit, climb out from the windows of the building, or stand on the window sill or radiator.
  - 5.22. Tarkaréti Dormitory: It is strictly prohibited and dangerous to stay on the canopy of the first floor, as well as on the evacuation staircase that can only be used in emergency situations. The Management of the University and the Halls of Residence shall not take any liability for possible accidents due to the lack of safety rail. The fire steps of the Halls of Residence may only be utilized in the event of fire and emergency.
  - 5.23. Tarkaréti Dormitory: students shall not stay in the northern part of the basement due to safety technology reasons (in the area right from the stairs), unless they received authorization for it.
  - 5.24. It is strictly prohibited to block the evacuation routes. (It will result in immediate disciplinary proceedings and the unilateral termination of the Halls of Residence Agreement.)

## **6. The halls of residence agenda**

- 6.1. The main purpose of the Halls of Residence is to ensure peaceful learning and relaxation. Equipment with loudspeakers may only be used with the consent of room-mates if it does not disturb the residents of neighbouring rooms and the houses facing it. It must be considered that silence laws are in effect from 11pm until 7am.

- 6.2. During exam and reporting periods silence laws are in effect 24/7.
- 6.3. Penalty point might be awarded in the event of violating point 6.1. Those, who break the rule shall be warned by their direct environment, or in case it is insufficient, the Dorm Manager, or in certain cases the senior assistants shall be notified.

## **7. Entry to the area of the Halls of Residence, rules of receiving visitors and guests**

- 7.1. Residents shall always keep their dormitory access cards with them and enter the buildings accordingly. Stepping over, or climbing under the access system, using the escape door for entry, or endorsing the access card on someone else is strictly prohibited. In lack of the access card a temporary card may be requested with an other picture ID. Penalty point might be awarded in the event of violating this rule.
- 7.2. Visitors may only visit a student, **if they present a picture ID** at reception and are met by the host there.
- 7.3. Residents may receive visitors every day between 7am and 11pm free of charge (up to 3 persons, beyond this number only by written permit). Should a visitor not leave the Halls of Residence until 11pm, a visitor receiving fee shall be listed/invoiced to the Resident.
- 7.4. Residents may receive maximum 1 visitor each day from 11pm until 7am with the unanimous consent of the room mate(s). The visitor receiving fee is contained in HTJSZ (HUF 1,000/person/event).
- 7.5. Such fee paying items by students with student status at the Corvinus University of Budapest are listed in the Neptun. For students, who have no student status, they shall be invoiced.
- 7.6. Listing/invoicing takes place based on the registry managed by reception service (Visitor registration), which the host shall sign at the same time with its announcement.
- 7.7. The Visitor registration log shall be managed at reception, so that the Resident's name receiving the visitor, his/her Neptun ID and room number, as well as the calendar days of visiting days and their exact time can be established unambiguously, and the receiving Resident shall sign it when his/her visitor leaves. The name of the visitor, and his/her picture ID number suitable for identification should be registered.
- 7.8. The management of the registry according to the rules is the responsibility of the reception service personnel in charge, which he/she should also sign upon changing service.
- 7.9. Following the administration of the visitor announcement, the Resident receives a visitor hosting permit, based on which his/her visitor may get a temporary access card that guarantees his/her stay in the Halls of Residence.
- 7.10. The Resident receiving the visitor is fully responsible for the visitor's behaviour.
- 7.11. A Resident may receive visitors up to 15 times per month by paying a fee, one person at a time, and one visitor may stay in the Halls of Residence maximum 3 times per month by paying a fee. Should this rule be breached, the Resident is not allowed to receive a paid visitor during the month following the subject month.
- 7.12. A Resident severely breaching the rule of receiving visitors may be restricted from receiving visitors for a defined period of time, or may be even prohibited from doing so for a defined period of time, whereas a visitor violating the rule of receiving visitors and

the House Rules may be restricted from visiting, in a more severe case his/her access to the Halls of Residence might also be restricted.

- 7.13. Should the associates of the Halls of Residence find a person staying without a visitor receiving permit inside during an inspection, penalty points might be given to the Resident receiving the visitor. The person staying without a permit may be banned from the Halls of Residence.
- 7.14. A Resident student may only receive a visitor of minor age, if the visitor is a close relative of the host (e.g.: brother/sister), and the parents or legal representatives consented to the visit in writing. For receiving a minor visitor the administrator of the Halls of Residence, as well as the written declaration of consent from the room-mates are also required. In addition to the existing certificates and permits, a minor visitor may only be accommodated in a room occupied by residents of the same gender.

## **8. Events**

- 8.1. Contrary to the agenda listed in point 6 of these House Rules (up to midnight), loud gatherings may only be held in the rooms of the Halls of Residence and the social areas with the consent of the residents residing on the same and neighbouring levels. No loud events might be held and authorized during exam and reporting periods in the Halls of Residence. Events held contrary to the agenda listed in point 6 of these House Rules shall be reported to the Dorm Manager at least 5 days prior to starting such an event.
- 8.2. The surveillance and authorization of the use of social areas belongs to the competence of Campus Management.

## **9. Special provisions regarding the colleges for advanced studies**

- 9.1. Members of the colleges for advanced studies moving in:
  - a) Shall observe all provisions specified in the Organisational and Operational Rules and other regulations of the Halls of Residence, especially the ones regarding the payment of fees and the House Rules,
  - b) Shall acknowledge the effectiveness of the rules on disciplinary liability of the University as Residents, as well as the competence of its disciplinary bodies, and the penalty score system of these House Rules
  - c) Have all rights granted to the members of the Halls of Residence, e.g. they are entitled to have a dormitory access card and the intended use of the dormitory infrastructure in general.
- 9.2. Regarding accommodation in the Halls of Residence, EVK, TEK, FAKT and GyDSz operates an independent dormitory admission system aligned with the uniform admission procedure of the Organisational and Operational Rules of the Halls of Residence. The college for advanced studies allocates the places reserved for it among its members based on its own policy. At the beginning of each semester the College for advanced studies provides the list of the names and data of admitted persons for the next semester by the deadline specified by Campus Management (grade, faculty, address, room number, e-mail address, form of financing Neptun code). Should there be any changes in the student status of the students of the college for advanced studies, they shall immediately report it to the Dorm Manager concerned.
- 9.3. If the College for advanced studies does not utilize all available places, they might temporarily transfer some to the Halls of Residence for filling it during normal dormitory



- admission procedure, up to one academic semester.
- 9.4. The colleges for advanced studies may execute any technical improvement or reconstruction in the building of the Halls of Residence exclusively by the agreement and authorization of Campus Management and the Technical Directorate.
  - 9.5. Separate premises might be granted (if the features of the building allow it) to the dormitories and the colleges for advanced studies.
  - 9.6. Programmes in the colleges for advanced studies shall be announced 5 working days prior to the start of the event with the list of participating guests to the Dorm Manager. Event can only be held with the prior permission of the Dorm Manager.
  - 9.7. The colleges for advanced studies undertake to remove any decoration (poster) placed in the hallways upon moving out and/or when they expire.
  - 9.8. All other special provisions concerning the Colleges are contained in the Colleges Agreement concluded between the Dormitory and the Colleges.

## 10. Payment of the dormitory fee

- 10.1. Students having active student status shall pay their fees in the Neptun system via the Neptun collective account, or also in Neptun by SimplePay (payment by a banking card).
- 10.2. Data of the Neptun collective account:
  - a.) As a first step, the right amount(s) shall be transferred to the University's Neptun collective account. Students may initiate transfers by providing the following parameters:

### **Payment to the HUF/Hungarian Forint joint account:**

Account holder's name: Neptun gyujtoszamla  
Bank account number: 11784009-22229913-00000000  
Bank: OTP Bank  
IBAN number: **HU64117840092222991300000000**  
SWIFT (BIC) code: OTPVHUHB

In the „Comments” section you must include:

**N NK-your NEPTUNCODE(space)YOUR FULL NAME**  
(e.g.: NK-DKV8EW PITT BRAD)

### **Payment to the EUR/Euro Neptun joint account:**

Account holder's name: Neptun EUR gyujtoszamla  
Account number: 11763842-00687881-00000000  
IBAN: HU93117638420068788100000000  
SWIFT (BIC) code: OTPVHUHB

In the first row of the „Comments” you must put:

**N NK-your NEPTUN CODE(space)YOUR FULL NAME**  
(e.g.: NK-DKV8EW PITT BRAD)

- b.) Approximately by 2–3 working days after a successful bank transfer, the transferred amount appears in the collective account balance in Neptun, therefore the “payment” of the listed items becomes possible. By selecting the right semester, the items listed for the concerned semester become visible in the „Pénzügyek/Befizetés (Finance/Payment)” menu in the students' Neptun. Next to the status of paid items the

- “befizetve/paid” remark appears.
- c.) In case of pending items you need to select the proper box under the Pay column, then click on the “Befizetés/ Payment” button. Select the collective payment method on the appearing screen, then click on the “Befizetés/ Payment” button. The dormitory fee is only paid after this. (The amount/reserves remaining on the collective account may be transferred back to the students’ own bank account recorded in Neptun at any time.)
- 10.3. How to use SimplePay:
- a.) Students find their issued items in the „Pénzügyek/Befizetés (Finance/Payment)” menu.
- b.) By checking the check box next to the item to settle, clicking on „Befizet” (Pay), answering Yes to „Biztosan befizeti?”(Are you sure you want to pay?), then choosing „SimplePay” card payment on the relevant window, then pressing „Befizet” (Pay), you get transferred to the SimplePay website.
- c.) The data transfer declaration must be confirmed.
- 1. payment option  
Type in the debit card data, then press „FIZETEK/PAY”.
  - 2. payment option  
Sign in to your Simple account using a Facebook account, Google account, or e-mail address and password. After signing in, saved cards may be viewed, and new cards may be saved.
- d.) The student receives an e-mail if the settlement is successful.
- If the settlement is not successful, the student may make inquiries at the SimplePay customer service referencing the SimplePay ID in the feedback message.
- 10.4. The payment deadline for dormitory fees is the 15th day of the concerned month, or in case it does not fall on a banking day, it is the first banking day following the bank holiday.
- 10.5. During the exam period there is an opportunity for requesting a one-time payment deferral from the Dorm Manager in writing. The payment deadline may be extended by maximum 5 working days. Should the deadline be missed, the late paying students shall always count on receiving sanctions: penalty point, late fee, payment notice based on HTJSZ, and the termination of a dormitory resident status as final sanction.

## **11. Miscellaneous provisions**

- 11.1. There is no opportunity for installing wifi routers in each room, since the installed routers might cause serious interference, or operational malfunctions in the existing wifi network of the building. Residents, who install a wifi router despite the prohibition, shall receive a penalty point.
- 11.2. Medical provision can be utilized in the district medical office, or in the district adult medical emergency room. The first aid kit is located at reception, which can be utilized in case of an accident.
- 11.3. Consignments of value arriving for the Resident (registered mail, package) may be received at reception by the presentation of personal identification and signature or authorization; reception service may not be asked to receive packages requiring payment.
- 11.4. Posters may only be placed on advertisement boards in the building of the Halls of Residence with the consent of the Dorm Manager.
- 11.5. Cooking, water boiling, grilled sandwich baking devices, microwave ovens, or other

cooking/baking devices may only be used and stored in nominated premises.

- 11.6. When leaving the social rooms (toilet, laundry room, shower, bath, kitchen, gym), Residents shall turn the lights off, close the window and properly turn off the taps.
- 11.7. The use of cabinets equipped with padlocks, hinges or locks suitable for storing kitchen devices shall be listed and registered on the move in sheet. Cabinets shall be left free and accessible upon moving out. It is prohibited to stick or write anything on the kitchen cabinets. On levels with padlocks everyone should take care of making the kitchen cabinets lockable. Campus Management shall remove the padlocks of cabinets left closed after moving out, and they shall take no liability for assets left in them.

## **12.The penalty score system**

- 12.1. Penalty point can be given to the Resident, who violates the regulations of the House Rules, or the norms of cohabitation. The extent of the penalty point is contained in the Penalty point chart constituting the annex of the House Rules.
- 12.2. The penalty point according to the chart can be given by the Dorm Manager based on the protocol, note or official recommendation of the senior assistants, the operations coordinator, or reception service.
- 12.3. The Dorm Manager shall immediately notify the Residents about the awarding of the penalty point in an e-mail (at the official e-mail address stored in the Neptun system), and/or in the form of a printed letter left at reception service for the Resident within 3 working days of becoming aware of the incident (lapsing time between the incident and becoming aware of it is 365 days).
- 12.4. The Dorm Manager manages a penalty point registry for the concerned academic year. For each Resident the penalty points add up within the academic year.
- 12.5. In the event of violating several rules at the same time, penalty points shall be allocated based on several penalty items of the chart.
- 12.6. In case the identity of the perpetrator cannot be clearly established, penalty points may be allocated collectively.
- 12.7. When allocating penalty points the Dorm Manager investigates, whether the penalty point allocated to the Resident triggers additional measures or sanctions.
- 12.8. If the penalty score for one Resident reaches 16 points, the Resident may be excluded from the dormitory admission procedure for the next academic year, and the campus director warns him/her to skip the activities contradicting the House Rules.
- 12.9. If the penalty score for one Resident reaches 30 points, his/her Halls of Residence Agreement shall be unilaterally terminated by the campus director considering his/her contract breaching behaviour and shall also initiate disciplinary proceedings according to the Disciplinary and Compensation Regulation.
- 12.10. Within 5 working days from sending the notice, the Resident may request the observation of the allocation of the penalty point from the campus director via e-mail. The observation shall be performed by the campus director together with the secretary of the concerned Halls of Residence Council and Student Government's EK official of the Corvinus University of Budapest.

## **13.Fire protection and disaster management regulations**

### **13.1. GENERAL FIRE SAFETY INFORMATION**

Keeping fire safety regulations is compulsory for all citizens. If you detect fire or the immediate danger of fire, you are required to notify fire rescue and disaster prevention services immediately. Everyone is required to help efforts to put out fires and to rescue casualties without compensation and without further notification with personal involvement and providing information, subject to their age, health and physical capabilities.

### **Regulations of Use**

- A detailed description of the general fire safety rules of use are available in the Fire Safety Regulations of the university buildings. You must adhere to these rules. The Fire Safety Regulations document is available on the web page on the following path: University / University Organizational Units / Chancellor / Rules / Regulations / Other Regulations).
- University rooms and spaces may only be used for their designated purpose. Any other use requires the written permission of the manager in charge. All rules detailed in the permission must be observed.
- The use of naked flame, candles, sparklers, any type of fireworks or smoke generating tools is strictly forbidden in the area of the halls of residence.
- Halls of residence and other university buildings are strictly non smoking!
- You may only smoke in the outdoor areas designated for smoking. It is forbidden to store or dispose of burning cigarettes, matches and other similar objects where these may cause fire or explosion.
- Both within and outside of buildings **the following are strictly forbidden, even for a temporary period:**

#### **To prevent access to...**

- switches of the electricity system;
- opening and closing devices of works;
- manual fire alarms;
- booster pumps;
- the console and vents of the heat and smoke extraction system;
- fire safety equipment;

#### **To narrow...**

- passageways;
  - stairs;
  - doors;
  - emergency exits.
- In the buildings (room in the halls of residence, offices etc.) you may only use heating solutions that do not pose a risk of fire or explosion in normal operation. Heating appliances of permitted types and in perfect working condition may only be used.
  - The use of any supplementary heating appliance besides the standard heating system requires the written permission of the manager in charge. All rules detailed in the permission must be observed.
  - It is forbidden to pipe into sewers and soakways inflammable gases, steam or liquids, sewage containing such materials and any materials that may react with water and form inflammable gases.
  - Lightning appliances and devices have to be positioned, installed and used in a manner that prevents the risk of fire.
  - To prevent the risk of combustion it is compulsory to keep sufficient distance between electric appliances and combustible materials or to use sufficient heat insulation.

- Electric machinery, appliances and other devices must be switched off after use. If unused these pieces of equipment must be unplugged.
- Detailed rules of the authorization and safe staging of events are available in the Fire Safety Regulations.

### Fire Alarm

- If you detect fire or the immediate risk thereof or you are informed that a fire is detected, you are required to notify all persons in the vicinity and the fire brigade with the methods available (operation of the manual fire alarm, shouting, using a phone, notifying the reception desk). The emergency call number of the fire brigade is 105. You can also call the single emergency call number 112.



The fire notification must include the following:

- exact location of the fire, the address of the building (district, street, number);
- what is on fire, the nature of the damage, what is in danger;
- if human lives are at risk;
- name of the person to alert the fire brigade, originating phone number of the call;

During the call try to be calm and clear, provide all information you are aware of.

- If the fire alarm is activated act in line with the fire alarm plan of the affected building and leave premises. Ensure that all persons in the building are notified of the fire in time and that they leave it safely. A fire evacuation practice must be conducted at least once a year.

### Evacuation

- If the fire alarm is activated act in line with the fire alarm plan of the affected building and leave premises. Ensure that all persons in the building are notified of the fire in time and that they leave it safely.
- During evacuation observe the exit signs.
- Use the stairs to evacuate from the floors other than the ground floor and from the basements. In case of fire elevators do not work – all elevators move automatically to the ground floor and park there with doors open.
- Smoke and heat entering the stairways may be ventilated by opening the windows.
- In case of evacuation give priority to children, pregnant women, persons with children, the elderly, the disabled and help them leave premises.
- A piece of damp cloth (for example a towel) placed on the nose and the mouth provides effective protection against smoke for the duration of the evacuation. Hot smoke gas is lighter than air and fill rooms layered from the top to bottom. Therefore crouch to leave a room filled with smoke safely.
- Persons exiting the building inform safety personnel and those involved in the rescue operation of the details of the emergency and the position and age of any persons (child, ill, elderly, disabled) who may still be in the building.



### Fire Extinguishers

Fire extinguishers are designed to help extinguish fires quickly and effectively in the initial phase. A fire extinguisher is a stored-pressure or cartridge-operated device that enables the user to discharge the agent contained in the vessel onto the fire in a controlled manner.

**Powder based type:** applicable to put out fires of different fire classes.

- Fire Class A: organic solids such as paper and wood that burn with flames or glow.
- Fire Class B: fires of flammable or combustible liquids (petrol, gas oil, etc.),
- Fire Class C: fires of flammable gases (Acetylene, Hydrogen, LPG etc.).

The most common fire extinguishers at the university are Class A–B–C powder based device that are safe to use for extinguishing the fires of electric devices under current for up to 1000 V. User instructions are clearly visible and readable on the labels placed on the fire extinguisher devices.

However, do not use powder based devices on IT equipment as the agent may permanently damage the parts of the equipment not affected by the fire.

**Carbon dioxide type:**

- safe to use on electric devices under current,
- ideal for use on IT equipment,
- cannot be used to extinguish glowing materials.

The gas is propelled at  $-79^{\circ}\text{C}$ . Due to health hazard avoid contact with the skin. Take caution when using in confined spaces as the device pushes oxygen out of the room.



**How to use a fire extinguisher:**

- Pull the pin;
- Aim the nozzle at the fire;
- Squeeze the lever to start the device;
- Periodic operation is allowed;
- Aim at the base of the fire, not at the flames or at the smoke!
- Do not stand close to the fire!

**Putting out a Fire**

- In case of not extensive fires that are still in the early stages you need to try to put it out with the applicable tools available provided that personal safety is not at risk.
- If multiple fire extinguishers are available use those at once for effectiveness.
- You have to ensure that the arriving fire brigade finds the location of the fire. In order to do this one person must meet the arriving fire brigade units in front of the building.
- Once the fire brigade units have arrived, fire fighting efforts are coordinated by the commander of the unit.
- All fire related events must be reported to safety personnel as fires put out without the intervention of the fire brigade and fires that stopped without human intervention must also be reported to the fire brigade and the location must not be changed until investigation measures are in place.
- Do not use water to put out electric fires!



**Action against Persons Responsible for the Breach of Fire Safety Regulations**

- Fire safety regulations and policies must be observed by everyone without further notice.
- If fire safety requirements are not adhered to and this action is categorized as an offence the person responsible may be liable to fines as a result of offence proceedings.
- If Fire Safety Regulations are breached and the breach is categorized as insubordination the person responsible may be penalized as a result of disciplinary proceedings.

## 12.2. CIVILPROTECTION INFORMATION

### Citizen's Duties

Hungarian citizens (men from the age of 16 to 60 and women from the age of 18 to 55) are obliged to perform their Civil Protection duties even in PEACETIME or in a STATE OF EMERGENCY. This obligation includes the following: data reporting, reporting (qualification acquired, change of workplace, change of address), obligation to show, obligation to perform Civil Protection duties.

### Civil Protection Duties

- Protection of life:
  - Preparation of the population and civil services to defend against the effects of hostile offensive weapons;
  - Alert and inform;
  - Deportation and admission;
  - Creation of shelters;
  - Provide personal protective equipment;
  - Blackout.
- Protection of property:
  - Preparation and implementation of the pre-emptive technical, radiological, biological and chemical protection of goods of subsistence, drugs and bandages and other material goods (for example tools of production and services),
  - Protection of assets having special value (cultural artefacts, precious metals, currency etc.).
- Following the use of offensive weapons:
  - Reconnaissance to reduce losses, rescue, mitigation,
  - Temporary care for the population (provision of food and water, provision of temporary shelter for the homeless).
- In force majeure situations, and in case of industrial and other catastrophes (flood, water logging, earthquakes, industrial, nuclear, traffic etc. accidents, catastrophes)
  - Provide help for the services active in the prevention and mitigation of damages (flood protection service, fire protection service, epidemiological and public health services and so on),
  - Participation in mitigation of damages and in the temporary restoration and provisioning essential for rescue.
- To ensure the proper management of Civil Protection for wartime
  - Civil Protection preparation of national and regional management bodies,

- Creation and maintenance of management points (facilities to provide protected workplaces for the management bodies) and the related technical conditions (news communication links and so on).

### 12.3. DISASTER PREVENTION INFORMATION

#### Disaster

Force majeure events, industrial disasters or any other extraordinary event with catastrophic effect of natural or human origin that significantly harm or pose a direct risk to life, living conditions, material wealth or the natural environment.

#### Categorization of Disasters by Origin

1. Natural disasters that are caused by the forces of nature without human intervention (force majeure), for example:
  - Meteorological disasters (rainstorm, windstorm, snowstorm, avalanche, lightning strike, wildfire, tsunami etc.)
  - Geographical disasters (earthquake, meteorite impact, volcanic eruption)
  - Meteorological disasters (epidemics, pest insects etc.)
2. Civilization related disasters that are caused by faulty human intervention, human error, human negligence or technical errors. These may include disasters that cause immense damages and may affect entire continents, for example:
  - Technical or industrial disasters (failure of power grids, collapse of facilities, mass traffic accidents, release of hazardous substances and so on)
  - Social disasters (terrorist attack, sabotage, armed conflicts, wars, strikes, migration and so on)

#### Rules of Conduct for Extraordinary Events

3. General rules of conduct:
  - Follow the instructions of Disaster Prevention personnel;
  - Switch on the radio, the TV and pay attention to instructions announced by loudspeakers. Inform your neighbours;
  - Do not listen to false rumours and do not spread such rumours;
  - Use your phone only to call help;
  - Switch off gas and water supply when you leave your home. Close the doors and windows;
  - Trust those who are prepared to help in disaster situations and take the related risk for you.
4. Rules of conduct for certain extraordinary events:
  - Keep calm, stay where you are and gather information;
  - Stand in a doorway or take cover under a table until the earthquake stops;
  - If isolation is ordered enter the nearest concrete or brick building and keep doors and windows closed (for example in the case of a nuclear or chemical disaster);
  - Seek cover from falling objects. Park your car so that it is protected from falling objects (in the case of earthquakes, floods and fires);
  - In the case of a flood find elevated ground. If you are unable to leave the building go to higher floors with roof access;
  - In the case of an earthquake, fire or chemical disaster put out fires;
  - In the case of a fire try to localize it and put it out;



- In the case of earthquakes, floods and fires do not use elevators and stop your car;
  - Make a list and collect all object you need for the time when rescue arrives, for example valuables, drugs, clothes. Pack in a backpack or a shoulder bag that leaves your hands free. Wear layered, comfortable clothes;
  - Move in groups so that you can help each other. Avoid the pavement, walk in the middle of the road (in the case of an earthquake, fire, chemical or nuclear disaster);
  - Protect your head, face, eyes and any exposed surfaces of your body. Use a damp cloth to protect against gases, smoke and dust.
5. Deportation is a shorter or longer period for leaving your place of residence. It may be voluntary or forced, depending on the type of emergency. Deported persons are accommodated in safer areas, primarily at families.
6. Evacuation is a form of leaving your place of residence when there is no time for notification. Following a disaster population must be evacuated from the area in the shortest time possible due to direct danger of life.
7. Rules of conduct and things to do in the case of deportation:
- Switch of electricity, water and gas supply lines;
  - Move gas cylinders out of your home;
  - Animals must be confined with food and water provided if possible;
  - Follow the events in the media, listen to local loudspeakers and notifications;
  - Fires must be put out everywhere;
  - People in need must be helped if possible;
  - Help to prevent panic;
  - Obey the instruction of law enforcement services;
  - Bring the following: identification documents, money, water, cold food, necessary pieces of clothing, personal protective equipment, blanket, backpack, radio, drugs, healthcare kit.