

	<b>PROVISIONS OF THE PRESIDENTIAL COMMITTEE</b>	<b>20/2023.</b> Version number: <b>00.</b>
<b>on the unified House Rules of the Dormitories of the Corvinus University of Budapest</b>		

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## **Preamble**

### **1. §**

- (1) The Presidential Committee has defined the unified house rules of the dormitory buildings of the Corvinus University of Budapest (hereinafter: University), including the operation of electronic access control systems in the dormitory buildings (hereinafter: House Rules) as follows.
- (2) The main purpose of the House Rules is to lay down the basic provisions necessary for the smooth and safe use of the University's dormitories.

## **Scope**

### **2. §**

- (1) The territorial scope of the House Rules covers all the dormitory buildings owned or used by the University, located at the University's business premises, all their separable or non-separable accessories, furnishings, not including the colleges for advanced studies operated in a separate building under their own house rules.

Business premises of the University:

- a) 1092 Budapest, Kinizsi utca 2–6. (hereinafter: Kinizsi Dormitory),
- b) 1092 Budapest, Ráday u. 43-45 (hereinafter: Földes Ferenc Dormitory
- c) 1106 Budapest, Tarkarét u. 6. (hereinafter: Tarkaréti Dormitory  
(hereinafter jointly referred to as: University Dormitory).
- (2) The Physical Education and Sports Centre in the Kinizsi Dormitory is governed jointly by the house rules of the educational buildings of the university and the present House Rules.
- (3) In the case of joint operation with an external partner, the House Rules shall apply to the dormitory in question as agreed between the contracting parties.
- (4) By entering, the residents and the visitors of the Dormitory accept the House Rules and agree to act in accordance with them.
- (5) The behaviour of minors and incapacitated persons is the responsibility of the persons accompanying them or supervising them.
- (6) The scope of the House Rules covers every natural person or legal entity engaged by the University under an employment or other contract for work who is involved in the operation of the camera surveillance system (hereinafter: “persons involved in the operation”).
- (7) By entering the University's Colleges, the data subject expressly accepts and acknowledges the information on the processing of personal data, that access to the Dormitories is subject to conditions, and that for those with permanent access, photo identification is required upon entry.

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- (8) The House Rules are available on the University's website in Hungarian and in English. In addition, the link to the House Rules shall be posted at the entrance of the University's dormitory buildings in the form of a QR code and are displayed at the reception of the Dormitories by Campus Services.

### **Related documents**

#### **3. §**

- (1) The House Rules are subject to the following legislation and regulatory documents and shall be applied in conjunction with such legislation and internal regulatory documents:
- a) Act CCIV of 2011 on National Higher Education (hereinafter referred to under the Hungarian abbreviation: Nftv.);
  - b) Act I of 2012 on the Labour Code; (hereinafter referred to under the Hungarian abbreviation: Mt.);
  - c) Act V of 2013 on the Civil Code (hereinafter referred to under the Hungarian abbreviation: Ptk.);
  - d) Act XLII of 1999 on the protection of non-smokers and on certain rules for the consumption and marketing of tobacco products;
  - e) Regulation 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as General Data Protection Regulation or GDPR);
  - f) Act CXII of 2011 on informational self-determination and the freedom of information;
  - g) Act CXXXIII of 2005 on Security Services and the Activities of Private Investigators;
  - h) Employment Regulation and regulations, provisions governing employment;
  - i) Fire and Safety Regulation;
  - j) Regulation on Student Fees and Benefits;
  - k) Student Disciplinary and Compensation Regulations;
  - l) Code of Ethics;
  - m) Provisions of the Presidential Committee on the house rules of the University's educational buildings;
  - n) Provisions of the Presidential Committee on camera surveillance;
  - o) Directive of the Presidential Committee on the management of premises;
  - p) Provisions of the Presidential Committee on the use of the University's registered seat and the rental of University buildings;
  - q) Provisions of the Presidential Committee issued in cases of force majeure (including the case of a pandemic);

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r) General Terms and Conditions of the University's Dormitories (hereinafter: GTC).

### **Persons, organisational units competent to act**

#### **4. §**

- (1) The Dormitory Management (i.e. Heads of Dormitory, senior helpers, receptionist staff, Head of Operation, Head of Campus Services) has the competence and responsibility to enforce and monitor compliance with the House Rules and to initiate any necessary procedures.
- (2) The Head of Dormitory and, where possible, the person authorised in writing by the Head of Dormitory (employee/entity providing the service) has the power to take an action specified in the House Rules against any person who breaches the House Rules.
- (3) If a breach of the House Rules is of such a serious nature that the resident of the Dormitory believes that the police and/or other authorities should be notified, this should be reported to the receptionist in person or by telephone (Kinizsi Dormitory: +36 1 482 7900, Ferenc Földes Dormitory: +36 1 482 7581, Tarkaréti Dormitory: +36 1 262-4511, who will make the notification. If the circumstances do not allow for the involvement of reception, reception shall be informed without delay of such notification having been made, in order to enable the receptionist to escort the responding authority to the appropriate place. The Head of Dormitory shall immediately be notified by the resident or by the receptionist of any cases requiring police and/or official action.
- (4) If the police and/or other authorities are notified by another visitor, the procedure is as set out in subsection(3).
- (5) If it is necessary to take a measure specified in the House Rules, but a police and/or administrative procedure is already underway at anyone's initiative, the reception shall act in accordance with the instructions of the police and/or the authorities and in cooperation with them, in accordance with the applicable legislation in force.
- (6) If anyone notices any irregularities or anomalies in the observance of the House Rules, they may report them to the Head of Dormitory orally and/or in writing using the contact details provided.
- (7) If the irregularity or anomaly is suspected of giving rise to disciplinary, indemnity or civil or criminal liability, the receptionist will inform the Head of Dormitorys, who shall immediately take action to contact the competent executive.

### **General provisions**

#### **5. §**

- (1) The resident of the Dormitory (hereinafter: Residents):  
is a natural person lawfully living in the dormitory, using a dormitory place, service accommodation or a housing unit under a dormitory status or rental arrangement. Residents conclude a residence agreement, with the University in order to establish a

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residence hall relationship, and tenants conclude a lease contract with the University in order to establish a rental relationship, which includes the General Terms and Conditions applicable to University Dormitories.

- (2) Intended function of the Dormitory:
- a) main task: to provide accommodation, recreation and appropriate learning conditions for the Residents;
  - b) priority task: to provide the infrastructure for the unhindered learning of its residents;
  - c) additional task: to provide, as far as possible, the conditions for general education, leisure and physical activity for the residents.
- (3) It is the Resident's duty to take note of and observe the basic rules of community coexistence, in particular the provisions of these Rules.
- (4) The Residents shall be liable for any damage to the condition of the premises, areas and furnishings of the Dormitory resulting from improper use, negligent or intentional damage in accordance with the Nftv. and/or the Ptk. A high level of intentional damage will lead to disciplinary action. It is strictly forbidden to take any equipment or furnishings from the premises of the Dormitory. Breach of this rule will result in disciplinary proceedings being initiated.
- (5) Residents must adapt to the daily cleaning and maintenance schedule and to renovation and refurbishment work. The Resident is obliged to cooperate as much as possible with the staff of the dormitory.
- (6) Immediate reporting of faults and damage to the Dormitory building and equipment is in the interest of all Residents and is expected of all Residents. Reporting can be done via the error report booklet available at the reception or via the dedicated email address/electronic interface.
- (7) Each Resident is obliged to move into and use exclusively the room assigned to him/her, and living in any other room not assigned to him/her is strictly prohibited.
- (8) The management of the Dormitory is liable for the loss of the Resident's personal property in accordance with the provisions of the Nftv. and/or the Ptk.
- (9) It is prohibited:
- a) to bring into, consume or abuse drugs, illicit doping substances, other mind-altering substances, narcotics into or outside the Dormitory;
  - b) to smoke in the Dormitory building (for more details see. Section 15),
  - c) to transfer the Dormitory card and/or guest card to another person,
  - d) to receive guests who are drunk, intoxicated, under the influence of drugs or have public health concerns,
  - e) to use naked flame or perform any other activities that may cause fire (e.g. candle, taper),

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- f) to bring in any foreign electrical equipment especially heaters and mobile air conditioners,
  - g) Pursuant to Government Decree No. 175/2003 (28 October), possessing objects or other devices that are particularly dangerous to public safety or that are capable of causing alarm, as well as bringing in any object or device that may harm or endanger the physical integrity of others is prohibited.
  - h) for strangers to stay in the rooms without permission,
  - i) to commit vigilante acts and steal Residents' personal belongings,
  - j) to dry clothes and store clothes dryers in corridors and kitchens,
  - k) to disturb the peace and learning of others,
  - l) to hold events without permission,
  - m) to appear in the Dormitory's common areas in dress that is likely to cause offence to others or is offensive to public morals,
  - n) to bring and keep any animals in the dormitories, apartments and common areas,
  - o) to display authoritarian symbols in any area of the Dormitory,
  - p) to throw objects out of windows/littering (may lead to disciplinary action and unilateral termination of the residence agreement),
  - q) to cover fire and smoke alarm equipment, to damage or block fire extinguishers and fire hydrants (may lead to disciplinary action and unilateral termination of the residence agreement),
  - r) unauthorised commercial activities, advertising and propaganda (e.g. displaying billboards, stop signs, wall stickers and flyers) Permission for these may be granted by the Head of the Dormitory,
  - s) to beg. Fundraising is possible with the permission of the Head of Dormitory.
- (10) There is a 24-hour reception in the University Dormitory buildings. The reception is in charge of monitoring the buildings, handling the keys to the premises and preventing unauthorised access. In case of fire or other damage, they are in charge of calling for help, of rescuing from the lifts. At the reception of the Dormitory, the reception service monitors the camera system installed in the common areas of the Dormitory (see. 16. §), the fire alarm system and the access control system, and the related operating log. The reception service is responsible for taking action in the event of non-compliance with the house rules.
- (11) When receiving a visitor, the reception staff may refuse to admit the visitor, subject to the approval of the Senior Helper on duty and/or the Head of the Dormitory, after considering the risks to public health, property and other security.



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- (12) Depending on the extent of the failures, criminal, misdemeanour, disciplinary or compensation proceedings may be initiated against those who violate the rules. There may be cases in which the Resident may be required to pay a separate procedural fee.

### **General rules for moving in and out of the dormitory**

#### **6. §**

- (1) Moving in and moving out of the dormitory will be according to the general rules and the admission notice, except as otherwise provided by the Dormitory management for the semester in question.
- (2) Move-ins and move-outs are subject to the Dormitory's compliance with these provisions, and may be made on the dates set out in the move-in application and the move-out application. The times are set by the dormitory heads, exceptions to which can be requested on a case-by-case basis, by individual agreement, during working hours only.
- (3) Dormitory access cards may be hand over and returned when moving out by means of a written power of attorney signed by two witnesses or by e-mailing the Head of the Dormitory, enclosing the power of attorney, but the room should be handed over/shown to the Secretariat/Operations before handing in the card.
- (4) When moving out, any Resident who fails to return in its entirety the equipment he/she had received, and who fails to hand over his/her room in the original state in which it was taken over, will be liable for damages and will forfeit the amount of the move-in application fee (deposit).
- (5) If the move-out date is missed, the move-in application fee (deposit) will be forfeited, unless the Resident has agreed this in advance with the Head of the Dormitory.
- (6) The Resident may register his/her place of residence at the local Government Office with the permission of the Head of the Dormitory, but the Resident who leaves the Dormitory must ensure that he/she re-registers or changes his/her address of notification.
- (7) After submitting the request to move out, the Resident must present his/her room, return his/her room key and access card (the access card may be surrendered by proxy as specified in (3) ) and terminate his/her residence if he/she had registered with the Government Office.
- (8) The move-in and move-out of residents admitted during the year is also subject to these rules.
- (9) The deadline for the removal of Residents who have been excluded from the Dormitory through University disciplinary proceedings must be set out in the disciplinary procedure. Within 24 hours after the deadline, the excluded Resident must move out of the Dormitory.



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### **Rules for moving in**

#### **7. §**

- (1) Moving in is possible by completing the move-in application form in Neptun by the deadline and/or by the move-in date, by paying the application fee (deposit) via the Neptun joint account and by validly submitting it.
- (2) On the day of move-in, the Resident must complete the move-in administration at the Secretariat.
- (3) Upon receipt of the access card, each Resident must present
  - a) some form of photo identification,
  - b) in the case of a proxy, the power of attorney.
- (4) The room allocation is determined by the dormitory manager - with the help of senior helpers where appropriate - taking into account the building's facilities.
- (5) The main criterion for room allocation is that students of the same sex are placed in the same room unit. In some cases there may be a difference (e.g.: brothers and sisters, husband and wife).
- (6) After moving in, each Resident must
  - a) take part in a building evacuation fire drill,
  - b) Take the room inventory without delay and submit it in the manner and by the deadline specified by the Dormitory management.

### **Rules for moving out**

#### **8. §**

- (1) The rules for moving out will be set out in an information note by the Dormitory Management. Moving out is possible after submitting the move-out application in Neptun, signing the move-in and move-out form, and handing in the access card to the Head of the Dormitory at the Secretariat.
- (2) Moving out is possible on the date specified and submitted in the request to move out. The date chosen to move out must be announced in advance in the move-out application by the deadline.
- (3) Moving out of the Dormitory is mandatory:
  - a) if the Head of Campus Services unilaterally terminates the Resident agreement,
  - b) in the case of a disciplinary decision to terminate or suspend student status,
  - c) in the case cessation, termination of student status for any other reason,
  - d) when deferring a year or semester (passive student status),
  - e) if the Resident does not live in the Dormitory,
  - f) on the date of expiry of the fixed term.

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## Use of rooms and common areas

### 9. §

- (1) Keeping the dormitory rooms tidy and clean is the interest and duty of the Resident. Failure to do so will result in a written warning.
- (2) Throwing anything out of the windows of the building is strictly forbidden and can cause an accident (will result in disciplinary action and unilateral termination of the residence agreement)
- (3) The doors of the living rooms (bathrooms in the Ferenc Földes Dormitory) must be closed by the last person to leave for safety reasons. The Dormitory is liable for personal belongings placed in the dormitory premises and rooms in accordance with the provisions of the Nftv. and/or the Ptk.
- (4) It is forbidden to take objects placed in the common areas into the rooms or to put furniture out of the rooms. In the case of internal moving, fridges, beds, chairs, duvets, pillows may be moved from one room to another only with the permission of the Head of the Dormitory.
- (5) Cleanliness of the rooms is a public health requirement, regular emptying of the waste bins into the designated receptacles is compulsory, and the Head of the Dormitory, senior helpers and the authorised representative of the operator may check compliance with this at least once a month, either together or individually, with 24 hours' notice. If a room is found to be neglected during the inspections, the Head of Dormitory will warn the residents that they have 3 days to clean it up, otherwise they will receive a written warning. If the cleaning does not take place, the Head of Dormitory may order a compulsory cleaning of the room (bathroom in the F. Földes Dormitory), the cost of which is borne by the residents of the room (or the users of the bathroom). In case of recurrence, the occupants of the room concerned may be warned again in writing. Personal belongings left in kitchens and laundry rooms can be collected by cleaners. Kitchen cupboards should be used for storage.
- (6) The use of heat generators and cooking/oven equipment is prohibited in the rooms. The community kitchen is designed for this purpose. The Resident is fully liable for any damage resulting from this.
- (7) In residential rooms, only decorations that do not damage the integrity of the walls and furnishings of the room are allowed. Drawing or painting on the walls and wall coverings is strictly forbidden. Pictures may be fixed to walls and wall screens only by means of fixing devices that do not cause permanent damage. It is forbidden to damage the wall protection panels and furniture in the dormitory.
- (8) It is forbidden to put stickers or pictures on the outside of room or cupboard doors with liquid glue. It is strictly forbidden to paint or draw on the doors, or to affix posters with pins or drawing pins. If someone breaks these rules, they must repair the damage or cover the cost of repair.

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- (9) When moving out, Residents are required to put the room back in order, move the beds back to their original position, leave the fridge defrosted, empty and clean, and remove all rubbish from the room. Delivery of rooms/bathrooms:
- a) **Room:**
1. The furniture is in its original place, undamaged and clean.
  2. The cupboards have no objects left behind, the inside is cleaned and dusted.
  3. The bed is clean, the linen cupboard is empty and dusted.
  4. The walls and ceilings are clean, undamaged, free of pictures, posters, glue, etc.
  5. The walking surface of the room is clean and tidy (mopped), there are no carpets, rubbish or objects left behind.
  6. The dustbin is empty and washed out.
  7. The windowsill is clean and washed.
  8. The room door is clean.
- b) **Sanitary unit (Földes Ferenc Dormitory)**
1. The walking surface is clean, mopped and descaled.
  2. The wall tiles are clean and descaled.
  3. The shower cubicle is clean and disinfected.
  4. The shower tray is clean and disinfected.
  5. The washbasin is clean and descaled.
  6. The toilet bowl is clean and flushed.
  7. The mirror, dressing table and corner shelf are clean and free of water.
  8. The screen wall and door are clean.
- (10) During the mid-year inspection, the focus is on hygiene conditions, as appropriate.
- (11) The Resident is obliged to report in writing any electrical equipment brought into the dormitory to the Head of the Dormitory. Appliances with a higher power rating - over 1000 W - may only be brought in and used with the written permission of the Head of Dormitory. It is forbidden to bring in electric heaters and mobile air conditioners.
- (12) The University accepts no responsibility for any malfunction or electric shock accidents resulting from the use of its own electrical equipment. Only extension cords with a standard grounded switch may be used for authorised electrical equipment, and non-compliant extension cords will be collected by management and retained until the resident moves out and returned to the resident.
- (13) Electrical sockets on the Dormitory premises must be used only in accordance with the relevant regulations on contact protection and fire safety.
- (14) Ironing is prohibited in rooms for fire safety reasons and in bathrooms for electrical protection reasons. There is a designated ironing area in each dormitory.
- (15) It is strictly forbidden to cover smoke and heat detectors, to damage or block fire extinguishers and wall hydrants. The Resident is obliged to compensate the extent of the

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damage caused and any penalty imposed by the authorities (disciplinary action and unilateral termination of the residence agreement)

- (16) During the use of rooms, common areas and their equipment, the Resident is obliged to immediately report to the reception of the Dormitory any unexpected technical malfunction with serious consequences or damage, in particular:
- Pipe burst, water leak, blockage,
  - Electrical fault, smoke, fire,
  - Window breakage, window panes ripped out of the casing
- (17) Spare keys for rooms stored at the reception desk can only be issued by the reception staff to the resident of the room on a temporary basis (until the key is found (maximum 1 week grace period) or the problem is solved by the staff of the Dormitory), upon signature in the key register booklet. Lost keys will be replaced by the dormitory staff, at the cost of the residents of the room and charged to the Resident via Neptun as a compensation fee.
- (18) Copying the room key is strictly forbidden. Violators of this rule may be given a written warning.
- (19) No technical work may be carried out in the rooms by the Resident or by a third party contracted by the Resident.
- (20) When moving out, the Resident who leaves the room must remove the items he/she has brought in at his/her own expense. If the Resident leaves his/her surplus items, carpets, furniture, etc. that do not belong to the category of municipal waste, on the premises of the Dormitory, the Dormitory may charge the Resident for the removal costs.
- (21) All Residents are responsible for the cleanliness of the common areas. It is forbidden to remove, misuse or damage equipment from the common areas!
- (22) It is strictly forbidden to lean out of the windows of the building, to sit on, climb out of, stand on window sills or radiators.
- In the Tarkaréti Dormitory: It is strictly forbidden to use the first floor front porch and the emergency staircase, which can only be used in case of emergency. In the absence of a safety barrier, the University and the Dormitory cannot be held responsible for any accidents. The dormitory fire escape is only available in case of fire and emergency.
- In the Tarkarét Dormitory: for security reasons, students are not allowed in the northern part of the basement (the part to the right of the stairs) unless they have permission.
- (23) Blocking escape routes is strictly prohibited. (This will result in immediate disciplinary action and unilateral termination of the residence agreement.)

### **Opening hours and timetable of the dormitory buildings**

#### **10. §**

- (1) The dormitory buildings are open 0-24 hours, every day of the year. (Exception: between 00:00 and 06:00, the main entrance doors will be locked by the reception staff. During

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this period, Residents and their visitors can move around with the assistance of the receptionist on duty). Except in cases of force majeure, exceptions to the standard opening hours may be made with the permission of the Head of Campus Services, after informing the Chancellor.

- (2) Opening hours of the Physical Education and Sports Centre (PESC) in the Kinizsi Dormitory:
- Monday to Friday and Sunday: 06:00-24:00
  - Saturday: 06:00-20:00

In the case of the PESC, the exact periods of winter and summer breaks and breaks are determined by the Head of Campus Services in consultation with the Head of the Physical Education and Sports Centre.

- (3) The main aim of the Dormitory is to provide a relaxed learning and recreational environment. Equipment with loudspeakers may be used, with the consent of the roommates, only if it does not disturb the residents of the neighbouring rooms and the houses opposite. Please note that there is a silence order in force from 23.00 to 7.00 in the morning, both inside and outside the Dormitory.
- (4) During examination and reporting periods, the silence regulation is in force from 0-24 hours every day throughout the Dormitory.
- (5) A written warning may be given in the event of a breach of (1). Violators of this rule must be warned by the immediate environment or, if this is ineffective, the Head of the Dormitory or, where appropriate, the senior helper.

### **Rules for access to the dormitory, rules for receiving visitors and guests**

#### **11. §**

- (1) Residents are required to carry their dormitory access card at all times and use it to enter the buildings. It is strictly forbidden to pass through or under the access system, to use the escape door for access, or to transfer the access card. In the absence of an access card, a temporary access card may be requested with other photo identification. A written warning may be issued if this procedure is not followed.
- (2) Visitors are only allowed to visit the Resident if they present a photo ID at the reception and are personally met at the reception by the Resident hosting the guest.
- (3) Residents can receive visitors free of charge every day from 7 am to 11 pm (up to 3 people, over 3 people only with written permission). If a visitor does not leave the Dormitory by 23:00, a visitor reception fee will be charged/invoiced to the Resident who receives him/her.
- (4) Residents are allowed a maximum of 1 visitor each day from 23:00 in the evening until 7:00 in the morning, with the unanimous consent of the roommate(s). The fee for the visitor reception is included in the RSFB.

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- (5) Students who have student status at the Corvinus University of Budapest will have their fees imposed in Neptun. It will be invoiced to Residents without student status.
- (6) The fee will be imposed/invoiced based on the register kept by the reception service (Visitor Register), which should be signed by the host Resident at the same time as the registration.
- (7) The visitor registration booklet must be kept at the reception desk in such a way that the name of the Resident, the Neptun ID and room number of the visitor, the date and the exact time of the calendar days involved in the visit can be clearly identified and must be signed by the receiving Resident when receiving his/her visitor. The register must also include the name and a photo ID number of the visitor.
- (8) It is the responsibility of the receptionist on duty to keep the register, which must be signed by him/her at the time of the changeover.
- (9) Once the visitor registration has been administered, the host Resident will receive a visitor's admission permit, which will allow the visitor to obtain a temporary access card and thus secure his/her stay in the Dormitory.
- (10) The Resident receiving the visitor is fully responsible for the behaviour of the visitor.
- (11) A Resident may receive visitors for a fee up to 15 times per month, up to a maximum of one person at a time, and a visitor may stay for a fee up to three consecutive times. In case of breach of this rule, the Resident may not receive a visitor who is subject to a fee in the month following the month in question.
- (12) A Resident who seriously violates the rules of visitor reception may be restricted or banned from the reception for a limited period of time, while a visitor who violates the rules of the reception and the House Rules may be excluded from the reception, and in more serious cases, his/her access to the Dormitory may be restricted.
- (13) If, during an inspection, a person is found by the staff of the Dormitory without a visitor's permit, a written warning may be issued to the Resident receiving the visitor. A person staying in the Dormitory without permission may be expelled from the Dormitory.
- (14) Visitors who are minors may only be received by a dormitory if the visitor is a direct relative (e.g. sibling) of the resident receiving the visitor and the visitor's parents or legal representatives have given their written consent. In the case of minors, the permission of the Head of the Dormitory and the written consent of the roommates are required. Even with existing certificates and permits, a minor visitor can only be accommodated in a room occupied by residents of the same sex.
- (15) Anyone may enter the Dormitory until the reception desk, but the person in charge of the reception desk, the Dormitory management reserves the right to refuse entry, in particular:
  - a) Persons attempting to bring in devices that represent a particular threat to public security, as defined in Government Decree 175/2003 (5 October), unless the device is used or carried for the purpose of performing official duties;



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- b) persons arriving in clothing, in a condition or with devices on them that violate of the rules of these House Rules;
- c) persons who have previously been expelled from the building for breaching the House Rules on at least three previous occasions.

### **Events**

#### **12. §**

- (1) In the rooms and common areas of the Dormitory, in deviation from the schedule set out in Section 10 of these Rules 10. § of these Rules REF \_Ref144122197 \r \h \\* MERGEFORMAT must be reported to the Head of the Dormitory at least five working days before the event.
- (2) Supervision and authorisation of the use of the common rooms is the responsibility of the Head of Dormitory and Senior Helpers.

### **Special provisions for colleges of advanced studies**

#### **13. §**

- (1) Members of the College for Advanced Studies who move in:
  - a) must comply with all the provisions of the Dormitory Regulations, in particular those relating to the payment of fees and the House Rules,
  - b) As residents, be bound by the University's rules on disciplinary liability and the jurisdiction of its disciplinary bodies
  - c) have all the rights that members of the Dormitory have, such as access to the Dormitory and, in general, the right to use the Dormitory infrastructure for its intended purpose.
- (2) The EVK, TEK, FAKT and the GyDSz colleges operate an individual admission system to colleges in accordance with the uniform admission procedure set out in the Annex to the the RSFB. The College for Advanced Studies allocates the places reserved for it among its members according to its own rules. At the beginning of each semester, the College provides the list of students admitted for the next semester and their details (year, study programme, address, room number, email address, form of funding and Neptun code) by the deadline set by the Dormitory Management. If there is any change in the student status of the member of the college for advanced studies, they must immediately notify the head of the building concerned.
- (3) If the College for Advanced Studies does not use all the places available, it may temporarily transfer them to the Dormitory for filling up during the normal dormitory admission procedure, for a maximum of one academic semester.



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- (4) The Colleges for Advanced Studies may make any kind of technical improvements or alterations to the Dormitory building only with the consent and permission of Campus Services.
- (5) The Dormitories may provide separate rooms for the Colleges for Advanced Studies.
- (6) Persons on a list submitted by the College for Advanced Studies to the Head of the Dormitory at the beginning of the academic semester and approved by the Head of the Dormitory may enter the building unescorted during the year.
- (7) The time limit for visitors on the list to stay without paying a fee is 7 hours to 24 hours, for the programmes of the College for Advanced Studies only. The programmes of the College for Advanced Studies must be notified to the Head of the Dormitory 5 working days before the event.
- (8) The Colleges for Advanced Studies undertake to remove any decorations (posters) placed in the corridors in the designated area at the time of moving out and/or at the end of the period of occupancy.

### **Paying the dormitory fee**

#### **14. §**

- (1) Residents who are active students can pay their fees through the Neptun system via the Neptun joint account or through SimplePay (credit card payment), also in the Neptun system.
- (2) **Using the Neptun joint account:**
  1. The first step is to transfer the corresponding amount(s) to the university's Neptun joint account. Transfers can be initiated by entering the following parameters:
    - New name of the joint account: Budapesti Corvinus Egyetem gyűjtőszámla
    - New account number of the joint account: 11784009-22229913-00000000
    - Financial institution where the account is held: OTP Bank Nyrt.
    - Reference field:  
NK-(student)NEPTUNCODEspace(student name recorded in Neptun)NAME  
E.g.: NK-GUZJB56 Kiss Andor
  2. Within 2-3 working days after the successful transfer, the transferred amount will appear in the balance of the joint account in Neptun, allowing the student to "pay" the items imposed. In the student's Neptun, in the Finance/Payment menu, selecting the appropriate semester will display the items for that semester. The status of items that have already been paid is marked "paid".
  3. For items that are still due, the appropriate box under the Pay column should be selected and the "Pay" button clicked. On the screen that appears, the joint account method of payment should be selected and then the "pay" button pressed. Only after

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this will the dormitory fee be paid. (The remaining amount/reserve in the joint account can be transferred back to your own bank account in Neptun at any time.)

**(3) Using SimplePay:**

1. Students can also find their payment obligations imposed in Neptun under the "Finance/Payment" menu.
2. By ticking the checkbox next to the item to be settled, clicking on the "Pay" button, answering "Yes" to the question "Are you sure you want to pay?", selecting "SimplePay" credit card payment in the interface that appears, and clicking on the "Pay" button again, the student will be redirected to the SimplePay page.
3. The data transfer declaration must be accepted.

*1st payment option:*

Once the credit card details have been entered, the "PAYMENT" button should be clicked.

*2nd payment option:*

Signing in to Simple with a Facebook account, Google account or by entering an email address and password. After logging in, the saved cards can be viewed or a new card may be recorded.

4. Upon successful completion, the student will receive an email.
  5. In the case of an unsuccessful completion, SimplePay Customer Service should be contacted to find out the cause of the problem by referring to the SimplePay ID as indicated in the confirmation message.
- (4) The due date for payment of the fees is the 15th of the month or, if it is not a bank holiday, the first bank day thereafter.
- (5) During the examination period, it is possible to request a payment extension once in writing from the Head of the Dormitory. The payment deadline can be extended by up to 5 working days. If the deadline is exceeded, late payers will in any case be subject to sanctions: a late payment fee, a payment notice under the RSFB, and, as a final sanction, termination of the student's residence status.

### **Smoking, alcohol consumption**

#### **15. §**

- (1) Smoking, the use of electronic cigarettes or electronic devices imitating smoking is prohibited in all Dormitory buildings.
- (2) A no-smoking sign must be posted at the main entrance of the building.
- (3) Smoking areas may be designated outside a distance of 5 metres from the entrance.
- (4) Everyone is obliged to respect the smoking ban.

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- (5) If a Dormitory resident or his/her visitor violates the smoking ban and the restrictions specified in Subsection (3), and the University is fined for this conduct, the University is entitled to pass the fine on to the offending person.

### **Camera surveillance**

#### **16. §**

- (1) The University operates a camera surveillance system for reasons of personal and property security within the framework provided by legislation. The detailed rules of operation are laid down in separate Provisions of the Presidential Committee.
- (2) By entering the University dormitory building premises, the Dormitory Resident and his/her visitor expressly consent to video recording throughout the dormitory premises, which may show any Resident and visitor in his/her capacity as a visitor.

### **Wi-Fi network**

#### **17. §**

- (1) A wireless network (Wi-Fi) is available throughout the building. Students, staff and their guests can access it via the Cornet-EAP network. Guests can use the dedicated interface to create a temporary ID.
- (2) The University, as a party to the Eduroam agreement, also allows connection to the Eduroam network with an Eduroam ID. in the dormitory buildings.
- (3) Using the University's Wi-Fi network to access and share illegal content, to burden and disrupt it unnecessarily is prohibited, it is not permitted to disturb teaching and research activities even through legal activities.

### **Waste collection**

#### **18. §**

- (1) Littering is prohibited in University buildings. Waste may be deposited only in the waste containers designated for this purpose, taking into account their functionality (waste sorting bins).
- (2) Hazardous waste may be disposed of only in connection with work performed at the university, in the separate collection containers provided for this purpose in the building, and must be treated separately in accordance with the regulations.
- (3) Batteries are collected in the containers provided for this purpose.

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### **Infringements and disciplinary cases**

#### **19. §**

- (1) A Resident who violates the House Rules, the norms of living together, will receive a written warning from the Head of the Dormitory, and in case of serious violation, disciplinary proceedings may be initiated against him/her.
- (2) The Head of the Dormitory will inform the Resident of the written warning by electronic mail (to the official electronic notification address stored in the Neptun system) and/or by a printed letter left with the receptionist, immediately after the incident has come to his/her attention, within 3 working days (the limitation period between the incident and the time of becoming aware of it is 365 days, i.e. the limitation period for written warnings is 1 year).
- (3) If a Resident receives a written warning for the third time, the Head of the Dormitory may initiate disciplinary proceedings against the Resident who is an active student at the University, subject to the provisions of the Student Disciplinary and Compensation Regulations. A Resident who does not have active student status at the University (resident under any other title) may unilaterally terminate his/her residence agreement.

### **V. Miscellaneous**

#### **20. §**

- (1) It is not possible to connect a wi-fi router per room, as routers connected in this way may cause serious interference and disruption to the existing wifi network of the building. Any Resident who installs a wifi router despite the ban will receive a written warning.
- (2) Medical care is available at the district surgery or at the district adult medical service (more information is available on the dormitories' websites). A first aid box is located at the reception, available in case of an accident.
- (3) Valuable items (registered mail, parcels) sent to the Resident may be collected at the reception upon presentation of an identity card and signature or power of attorney, the reception service may not be requested to collect parcels with acknowledgement of receipt.
- (4) Posters may be placed in the Dormitory building only on the notice boards, with the permission of the Head of Dormitory.
- (5) Cooking, kettles, hot sandwich makers, microwaves and other cooking utensils may only be used and stored in the designated area.
- (6) Bikes, electric scooters are not allowed in the building. (Except: Földes Ferenc Dormitory: closed bike storage facility). They can be stored in bicycle lockers located near the entrances of the buildings. The University is not responsible for bicycles stored in the storage facilities.
- (7) When leaving the common areas (toilets, laundry, showers, toilets, kitchen, gym, etc.), residents must turn off the lights, close the windows and turn off the taps.

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- (8) The use of lockers with padlocks or locks for storing kitchen utensils must be recorded and registered on the move-in sheet and or inventory sheet. Lockers must be left unobstructed, accessible and cleaned out when moving out. It is forbidden to stick or write anything on kitchen cabinets. On levels with a lockable padlocks, each person is responsible for locking the kitchen cupboard. As well as emptying and cleaning it when moving out. After moving out, the Dormitory will remove the padlocks from lockers left locked and empty them, and will not be responsible for any valuables left in them.
- (9) Exercising alone or lifting weights in the gym is strictly forbidden.

### **Rules for the operation of electronic access control systems**

#### **Principles**

##### **21. §**

- (1) The University operates an electronic access control system in the University Dormitories for reasons of security of persons and property.
- (2) The University processes personal data in the operation of the electronic access control system.
- (3) It defines the camera surveillance system with consideration to legal rules, including but not limited to Regulation (EU) 2016/679 (hereinafter: the “GDPR”).
- (4) In using the electronic access control system, particular attention should be paid to the moral rights of data subjects.

#### **Powers and responsibilities**

##### **22. §**

- (1) The electronic access control system is operated by Campus Services;
- (2) The lawful operation of the electronic access control system shall be the responsibility of the Head of Campus Services;
- (3) The Head of Campus Services shall be responsible for data processing during the operation of the electronic access control system.
- (4) In order to operate the electronic access control system, to secure software support and to maintain the system, the University also uses a contractor engaged in operation services, personal protection and property security services and reception services. The relevant confidentiality, data management and liability issues are regulated in a works contract and the related instructions.

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### **Purpose of operating an electronic access control system**

#### **23. §**

- (1) The University shall use the electronic access control system in accordance with the principles set out in Section 21, to investigate the circumstances of acts that violate personal or property security and the University's internal regulatory documents.
- (2) The following shall be considered objectives to protect the security of persons and property:
  - a) Protecting the University's assets and supporting investigations into infringements committed against property.
  - b) Protecting the property of data subjects and supporting investigations into infringements committed against them.
  - c) Investigating the circumstances of an accident, on-the-job accident or damage occurring on the University Dormitories' premises.
  - d) Protecting life and limb and personal freedom.
  - e) Securing compliance with the fire safety regulations in force.
  - f) Preventing unauthorised access.
  - g) In the case of hospitality, settling liability for damage caused by the guest/visitor, enforcing a legal claim
- (3) The use of the electronic access control system is not intended for the control of employees by the employer working in the University Dormitories.

### **General rules for the operation of the electronic access control system**

#### **24. §**

- (1) The use of the electronic access system and, as part of this, entry to and exit from the University's Dormitories is by means of a permanent and one-off access card. The one-off access card must be returned on leaving the building.
- (2) The following persons are entitled to a permanent access card:
  - a) residents in dormitories and/or persons renting a room;
  - b) employees of the University who are employed by the University or have an engagement contract with the University;
  - c) employees of the contractor(s) involved in the operation of the University's Dormitories.
- (3) Eligibility for permanent access will cease:
  - a) In the case of (2)a), from the date of termination of the dormitory or room rental contract;

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- b) upon termination of the employment of employees who have an employment contract with the University, on the date of termination, and in the case of an engagement on the date of termination of the engagement contract;
  - c) upon termination of the contract of the contractor(s) operating the dormitory and on the date of notification of the contractor in the event of replacement of staff.
- (4) Eligibility to and termination of entitlement to a permanent access card is recorded and certified by the Head of the Dormitory concerned.
- (5) The permanent access card is activated by the administrator (hereinafter referred to as the administrator) and issued to the holder by the Head of the Dormitory, who will also ensure that the card is returned after the expiry of the entitlement. The card is cancelled by the administrator. The handing over and return of the card must be documented by the signatures of the person handing over and the person receiving the card.
- (6) Persons entitled to permanent access may only be issued with one named access card per person. The access card is not transferable to another person.
- (7) If the access card is damaged or lost, the card holder must immediately report it to the Head of the Dormitory. The Head of Dormitory will take a record of the incident before issuing a new card and will ensure that the damaged/lost card is blocked. In such a case, the new card will be issued against a fee, the amount of which will be determined in the current Regulation on Student Fees and Benefits.
- (8) Any person who does not fall within the category of persons referred to in subsection (2) may enter the Dormitories only after having been issued with a one-off access card.

#### **Data processed and stored during the operation of the electronic access control system**

##### **25. §**

- (1) The relevant dormitory keeps a register of permanent access cards, which includes the following data on the holders:
- a) card number;
  - b) the name of the permanent access holder;
  - c) the eligible person's dormitory room number (if relevant);
  - d) photo of the holder;
  - e) date of expiry;
  - f) the date of receipt and return of the card;
  - g) the status of the card (active, inactive, blocked);
  - h) entry and exit times, and
  - i) if there is a zone with a separate entitlement level, the entitlement level.
- (2) The data listed in subsection (1) are stored on a computer.



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- (3) The reception service of the dormitory will provide visitors without permanent access with a one-off access card.
- (4) Visitors who stay in the dormitory after 23:00 on the day in question and who have a one-off access card are also recorded by the reception staff in a visitor's logbook, which is also signed by the visitor's host.
- (5) The University collects and stores the following personal data of visitors with a one-off access card:
  - a) card number
  - b) name of the visitor
  - c) date and time of arrival
  - d) the date and time of departure.
- (6) The following personal data about the visitor is recorded and stored by the University:
  - a) name of the person receiving the visitor, Neptun ID;
  - b) the room number of the visitor.

### **Access to and transfer of data, period of data storage**

#### **26. §**

- (1) Only the following persons are entitled to access the card register and the visit log:
  - a) for dormitories, the head of the given dormitory, the Head of Campus Services and the security expert
  - b) the administrator,
  - c) in the case of a visit logbook, an employee of the company providing the service,
  - d) the person and/or body responsible for investigating the matter in an ethics, disciplinary, internal misconduct or other irregularity procedure,
  - e) the competent authority in the case of an offence or suspected offence,
  - f) the staff of the company operating the electronic access control system for the time necessary to carry out their maintenance tasks.
- (2) The University shall delete from the system the data related to permanent access cards after the termination of the entitlement, but no later than 30 days after the termination, except for the entry and exit data, which shall be deleted from the system by the University on the 30th day after the entry and exit. If the University uses the given access data for the purpose of enforcement, the time limit for processing the data will be based on the statute of limitations for the asserted claim.
- (3) The University will destroy or erase the data related to the one-off access cards within 30 days of the one-off access, except in the case where the data is used by the University for

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the purpose of enforcement, in which case the time limit for processing the data will be the time limit for the asserted claim.

### **Fire safety and disaster prevention**

#### **27. §**

- (1) All persons entering and staying on the premises of the Dormitory are required to familiarise themselves with and comply with the Fire and Safety Regulations and the Fire and Safety Training material for the University buildings. The regulations in force are available on the University's website.
- (2) When applying for a move-in request, Residents are required to read and accept the fire safety training material for the dormitory building and to be able to apply the relevant skills.
- (3) In the event of a disaster or emergency, the procedures laid down by the University leaders and the emergency services must be followed.

### **Provisions on data processing**

#### **28. §**

- (1) The rules on data management in relation to the House Rules are set out in a separate Data Processing Notice, which is available on the University's website.
- (2) These Data Processing Notices are:
  - a) the Data Processing Notice annexed to the GTC,
  - b) the Data Processing Notice issued in the context of CCTV surveillance, and
  - c) the General Data Processing Notice for residence in the University's Dormitories.
- (3) The legal grounds for processing data related to residence in the University's Dormitories is Article 6(1)b) of the GDPR.
- (4) The legal grounds for the use of the electronic access control system is the legitimate interest of the University (Article 6(1) f) of the GDPR).
- (5) The data processing notices pursuant to Articles 13 and 14 of the GDPR is prepared by Legal, Administrative and Regulatory Services.
- (6) If a permanent access card is issued, it must be ensured that the data subject has access to the data management information relating to these House Rules and that the data subject acknowledges the content and knowledge of the data management information by signing it.
- (7) When issuing a one-off access card, care must be taken to ensure that the data management information related to these House Rules is made available to visitors and that the visitor signs the data management information to confirm that he/she is aware of its contents.

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### **Final provisions**

#### **29. §**

- (1) Exceptional rules for force majeure situations shall be laid down in separate Provisions of the Presidential Committee.
- (2) The present Provisions shall enter into force on 1 September 2023, at the same time the unified dormitory house rules adopted by the University Dormitory Council on 16 May 2019 shall be repealed.