

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

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 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

## Table of Contents

Preamble .....	4
Scope .....	4
Related documents.....	5
Persons, organisational units competent to act .....	6
General provisions .....	7
General rules for moving in and out of the dormitory .....	10
Rules for moving in .....	11
Rules for moving out .....	11
Rules for the use of rooms, apartments and common areas.....	12
Opening hours and timetable of the dormitory buildings .....	15
Rules for access to the Dormitory, rules for receiving visitors and guests .....	16
Events.....	18
Special provisions for colleges of advanced studies .....	18
Paying the dormitory fee.....	19
Smoking, alcohol consumption.....	21
Camera surveillance .....	21
Wi-Fi network .....	21
Waste collection .....	22
Infringements and disciplinary cases .....	22
V. Miscellaneous.....	23
II.....	24
Rules for the operation of electronic access control systems.....	24
Principles.....	24
Powers and responsibilities.....	24
Purpose of operating an electronic access control system .....	24
General rules for the operation of an electronic access control system.....	25
Data processed and stored during the operation of the electronic access control system .....	26
Access to and transfer of data, period of data storage .....	27
Fire safety and disaster prevention.....	28
Provisions on data processing.....	28

 <p><b>BUDAPESTI CORVINUS EGYETEM</b></p>	<p><b>PRESIDENTIAL COMMITTEE PROVISIONS</b></p>	<p><b>4/2024.</b> Version Number: <b>00.</b></p>
<p><b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b></p>		

Final provisions..... 29

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

**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 extends to the dormitory buildings operating on the business premises owned or used by the University, parts of such buildings, their entire area (garden or park) and all their separable or inseparable appendages and furnishings, excluding the Colleges for Advanced Studies operating in separate buildings and according to 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: Ráday Dormitory),
- c) 1106 Budapest, Tarkarét u. 6. (hereinafter: Tarkaréti Dormitory),
- d) 1118 Budapest, Mátyóki út 9. (hereinafter: Gellért Campus Dormitory, Building „K”, Floors 3–7)

(hereinafter jointly referred to as: University Dormitories).

- (2) On Floors 1-2 of Building K of the Gellért Campus, the House Rules for Educational Buildings and these House Rules apply jointly.
- (3) In case of joint operation with an external partner, the House Rules shall apply to the dormitory in question, or a part of it, 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 personal 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”).

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

- (7) By entering the University's Colleges, the data subject expressly accepts and acknowledges the data processing notice, that access to the Dormitories is subject to conditions, and that for those with permanent access, photo identification is required upon entry.
- (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.
- (9) The territorial scope of these House Rules does not cover the Physical Education and Sports Centre in the Kinizsi Dormitory and the Gellért Campus, the Gellért Campus Park, as these educational buildings are subject to the House Rules for Educational Buildings.

### 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 (EU) 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 the Right of Informational Self-Determination and on Freedom of Information,
  - g) Act CXXXIII of 2005 on Security Services and the Activities of Private Investigators,
  - h) Employment Regulations and regulations and provisions governing employment,
  - i) Fire and Safety Regulation,
  - j) Regulations on Student Fees and Benefits (hereinafter: RSFB),
  - k) Student Disciplinary and Compensation Regulations,
  - l) Code of Ethics,

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- 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),
- 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 powers 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 a resident or the head of the Dormitory believes that the police and/or other authorities should be notified, this should be reported to the receptionist in person, by telephone or by email (Kinizsi Dormitory: +36 1 482-7900; [kinizsikoli@uni-corvinus.hu](mailto:kinizsikoli@uni-corvinus.hu), Ráday Dormitory: +36 1 482-7581; [foldeskoli@uni-corvinus.hu](mailto:foldeskoli@uni-corvinus.hu), Tarkaréti Dormitory: +36 1 262-4511; [tarkakoli@uni-corvinus.hu](mailto:tarkakoli@uni-corvinus.hu), Gellért Campus Dormitory: +36 1 482-7810; [gellertkoli@uni-corvinus.hu](mailto:gellertkoli@uni-corvinus.hu)), 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.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (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 Dormitory, 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 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) 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 in or 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.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (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, consume or abuse drugs, illicit doping substances, other mind-altering substances, narcotics in or outside the Dormitory,
  - b) to smoke, use electronic cigarettes or electronic devices imitating smoking in all Dormitory buildings (for more details, see 15. §),
  - c) to transfer the Dormitory access card and/or guest card or access rights via the application 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),
  - f) to use or bring in any foreign electrical equipment without the prior permission of the Head of Dormitory. It is strictly forbidden to bring in equipment with a power of more than 1000W, especially heaters and mobile air conditioners,
  - g) Pursuant to Government Decree No. 175/2003 (28 October)<sup>1</sup>, 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,

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<sup>1</sup>The following shall constitute particularly dangerous devices for public security:

(a) firearms, ammunition, gas and alarm weapons, any piercing or cutting devices with a piercing length or cutting edge exceeding 8 cm, and throwing stars, spring knives and other devices for launching piercing or cutting instruments or other objects capable of inflicting bodily harm (in particular: drawn bows, crossbows, flick knives, spear gun, slings, slingshots), irrespective of the size of the piercing length or cutting edge,

(b) any device which may be used for striking and which increases the force or impact of the blow (in particular: coshes, brass knuckles),

(c) sticks, weights connected by chains or other flexible material,

(d) a device from which a substance can be sprayed to irritate the eyes, mucous membranes or the skin (gas spray), to produce a state in which a person is unable to attack,

(e) a device which, by reason of the nature and scale of the imitation, is deceptively similar to a firearm (imitation firearm),

(f) a device capable of producing, by means of electric voltage (electric shock device) a state in which a person is unable to defend him/herself,

(g) any device used to illegally open or break locking mechanisms (in particular: skeleton keys, mechanical or electric lock opening devices).



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- i) to commit self-administered justice and theft of the Residents' personal belongings, violation of which shall result in disciplinary action and unilateral termination of the residence agreement, with the right of the University to file a police report,
  - 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 make audio and video recordings without permission,
  - n) to appear in the Dormitory's common areas in dress that is likely to cause offence to others or is offensive to public morals,
  - o) to bring and keep any animals in the dormitories, apartments and common areas,
  - p) to display authoritarian symbols in any area of the Dormitory,
  - q) to throw objects out of windows/littering (may lead to disciplinary action and unilateral termination of the residence agreement),
  - r) to cover or limit the operation of fire and smoke alarms or sprinkler heads, to damage or obstruct fire extinguishers and wall hydrants (this will result in disciplinary action and unilateral termination of the residence agreement),
  - s) 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,
  - t) 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 or the Head of the Dormitory, after considering the risks to public health, property and other security.
- (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.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

**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, only for moving in and out during working hours.
- (3) The Dormitory access card (except in the case of application access) can be handed over and handed in when moving out by means of a written power of attorney (on paper) signed by two witnesses or by email to the Head of the Dormitory, including the power of attorney, but the handing over/handing in of the room shall be done in agreement with the Head of the Dormitory 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 shall present his/her room, return his/her room key and access card (the access card may be surrendered by proxy as specified in subsection (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.

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

### **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 shall complete the move-in administration in the office of the Head of the Dormitory.
- (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 Head of Dormitory, 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 shall
  - 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 in his/her office on the ground floor.
- (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) The Resident shall move out from the Dormitory within the deadline set by the Head of the Dormitory:
  - a) if the Head of Campus Services unilaterally terminates the Resident agreement,
  - b) in case of a disciplinary decision to terminate or suspend student status,
  - c) in case cessation, termination of student status for any other reason,
  - d) in case of interruption of student status,

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- e) if the Resident does not live in the Dormitory,
- f) on the date of expiry of the fixed term.

**Rules for the use of rooms, apartments and common areas**

**9. §**

- (1) Keeping the dormitory rooms and apartments tidy and clean is the interest and duty of the Resident. Failure to do so will result in a written warning pursuant to subsection (5).
- (2) Throwing anything out of the windows of the building is strictly forbidden and can cause an accident. Breach of this rule will result in disciplinary action and unilateral termination of the accommodation agreement.
- (3) The doors of the living rooms (bathrooms in the Ráday 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 and other items used in the dormitory 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 Ráday and Gellért Campus 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 in the rooms is forbidden, this is what the communal kitchens are designed for, and the Resident is fully responsible for any damage resulting from using such equipment.
- (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.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (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.
- (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** (Ráday Dormitory and Gellért Campus 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 electrical protection and fire safety.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (14) Ironing is prohibited in rooms for fire safety reasons and in sanitary units 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 damage caused and any fine imposed by the authorities. Breach of this rule will result in disciplinary action and unilateral termination of the accommodation 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 and visitors shall take care of the cleanliness of the common areas and event spaces. It is forbidden to remove, misuse or damage equipment from the common areas!
- (22) The kitchen utensils placed in the equipped community kitchens of the Gellért Campus shall be used for their intended purpose, strictly only in the community area, and the user shall preserve the condition of the utensils. Their theft may have financial consequences. It is prohibited to bring these kitchen utensils into the rooms and store them there. All theft shall result in disciplinary action and unilateral termination of the residence agreement, with the right of the University to file a police report,
- (23) It is strictly forbidden and dangerous to lean out, sit on, climb out to or stand on windowsills and outside terraces of buildings, including window sills, radiators, railings and any activity that could cause a fall. Breach of this rule will result in disciplinary action and unilateral termination of the accommodation agreement.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

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. Breach of this rule will result in disciplinary action and unilateral termination of the accommodation agreement.

In the Tarkarét Dormitory: for security reasons, students are not allowed in the basement unless they have permission from the Head of the Dormitory. Breach of this rule will result in disciplinary action and unilateral termination of the accommodation agreement.

**The terrace of the apartments on the 7<sup>th</sup> floor of the Gellért Campus is for the exclusive use of the residents of these apartments and their visitors. The Rooftop Café and its terrace are for University citizens during its opening hours specified in Section 10. § of these House Rules. Blocking escape routes is strictly prohibited.** Breach of this rule will result in disciplinary action and unilateral termination of the accommodation agreement.

(24) Specific rules for the Tarkaréti Dormitory's fenced area, other than those set out above:

- a) The use of the car park is reserved for the Head of the Dormitory, university staff members and the companies operating the dormitory. Students and their relatives and persons staying in the Dormitory under a tenancy agreement may park only with a permit from the Head of the Dormitory.
- b) Storage of inoperable vehicles is prohibited in the entire area.
- c) Sporting activities may be carried out on the whole area under your own responsibility.
- d) Outdoor events and community programmes may only be organised with the permission of the Head of the Department.
- e) Accessing the firewater pool is dangerous and prohibited.

**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 0 am and 6 am, the main entrance doors will be locked by the reception staff. During 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) Regulations deviating from the standard opening hours:
  - a) Opening hours of the Physical Education and Sports Centre (PESC) in the Kinizsi Dormitory:

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- Monday to Friday and Sunday: 6 am–12 pm
- Saturday: 6 am–8 pm

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.

b) Gellért Campus Rooftop Café opening hours:

- Every day of the week: 7 am–7 pm

c) Opening hours of the Ráday Dormitory “Köszgarden” event space:

- Every day of the week: 12 am–11 pm

- (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 11 pm to 7 am 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 subsection (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 shall always carry their dormitory access card and/or a mobile device capable of using the app and use it to enter the buildings. It is strictly forbidden to pass through or under the access control system, to use the escape door for access, and/or to transfer the access card or the access authorisation. In the absence of an access card/mobile device, 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) Delivery of parcels and food is only allowed up to the dormitory reception, a courier is not allowed to enter the dormitory. Residents shall collect parcels and food, the reception staff is not obliged and not allowed to collect Residents' parcels.
- (4) Residents may receive visitors free of charge every day from 7 am to 11 pm (up to 3 people, over 3 people only with the written permission of the Head of the Dormitory). If a visitor does not leave the Dormitory by 11 pm, a visitor reception fee will be charged/invoiced to the Resident who receives him/her.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (5) Residents are allowed a maximum of 1 visitor each day from 11 pm until 7 am, with the unanimous consent of the roommate(s). The fee for receiving visitors is specified in Annex 6 of the RSFB.
- (6) 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.
- (7) 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.
- (8) 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.
- (9) 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.
- (10) 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.
- (11) The Resident receiving the visitor is fully responsible for the behaviour of the visitor.
- (12) 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.
- (13) 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.
- (14) 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.
- (15) 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 other 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.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (16) 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:
- Persons attempting to bring in devices that represent a particular threat to public security, as defined in Subparagraph (g) of 5. §(9)g) of Government Decree No. 175/2003 (28 October), unless the device is used or carried for the purpose of performing official duties,
  - persons arriving in clothing, in a condition or with devices on them that violate of the rules of these House Rules;
  - persons who have previously been expelled from the building for breaching the House Rules on at least three previous occasions.

**Events**

**12. §**

- In the rooms, apartments and common areas of the Dormitory, in deviation from the schedule set out in 10. § of these House Rules (until 12 pm maximum), loud gatherings may be held with the consent of the residents on the floor and the adjacent floors and the prior written approval of the Head of the Dormitory. No loud events may be held or permitted in the Dormitory during the examination period or during the reporting period. Events held outside the schedule set out in 10. § of these House Rules must be reported to the Head of the Dormitory at least five working days before the event. A Resident who breaks this rule may be given a written warning, and, in repeated cases, disciplinary action may be taken.
- Supervision and authorisation of the use of the common rooms is the responsibility of the Head of Dormitory and Senior Helpers.
- The rules for organising and staging events in relation to the University are specified in separate regulations and/or Provisions of the Presidential Committee.

**Special provisions for colleges of advanced studies**

**13. §**

- Members of the College for Advanced Studies who move in:
  - shall comply with all the provisions of the Dormitory Regulations, in particular those relating to the payment of fees and the House Rules,
  - As residents, be bound by the University's rules on disciplinary responsibility and the jurisdiction of its disciplinary bodies,
  - 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.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (2) In terms of dormitory accommodation, 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 Annex 7 to 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 Head of Dormitory. 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 dormitory 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.
- (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 the Head 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 from 7 am to 12 pm, 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

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- 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 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 15<sup>th</sup> day 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

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

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 (this also applies to the Rooftop Café of Gellért Campus). Excessive consumption of alcohol to the extent that it causes a disturbance to other residents of the Dormitory, e.g. by being noisy, or that results in injury to or endangerment of the health, physical safety or property (including Dormitory property) of others is prohibited. A Resident who breaks this rule may be given a written warning, and, in repeated cases, disciplinary action may be taken.
- (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. A Resident who breaks this rule may be given a written warning, and, in repeated cases, disciplinary action may be taken.
- (5) In addition, if a Dormitory resident or his/her visitor violates the smoking ban and the restrictions specified in (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, which is accessible to all Residents and visitors on the University's website. Using the path below: Under Regulations, Provisions, Directives/Provisions/Presidential Committee Instructions/Provisions.
- (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 buildings. Students, staff and their guests can access it via the Cornet-EAP network. Guests can use the dedicated interface to create a temporary ID.

 <p><b>BUDAPESTI CORVINUS EGYETEM</b></p>	<p align="center"><b>PRESIDENTIAL COMMITTEE PROVISIONS</b></p>	<p align="center"><b>4/2024.</b> Version Number: <b>00.</b></p>
<p align="center"><b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b></p>		

- (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.

### **Infringements and disciplinary cases**

#### **19. §**

- (1) A Resident who violates the House Rules or the norms of living together may receive a written warning from the Head of the Dormitory. This is not conditional on the House Rules expressly stating that the Head of the Dormitory has the right to issue a written warning for the rule or offence in question. In the event of a serious breach of the rules, disciplinary proceedings may be initiated against the person in breach and, depending on the seriousness of the breach (in particular but not exclusively theft, self-administered justice, or physical violence), a police report may be filed.
- (2) A written warning concerning an irregularity may be given within five (5) months of the date on which the irregularity was discovered. In the case of a repeated irregularity, the time limit shall start to run from the last day of the irregularity.
- (3) 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.
- (4) 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 a 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 dormitory residence agreement.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

**V. Miscellaneous**

**20. §**

- (1) It is not possible to connect a Wi-Fi router per room or apartment, as routers connected in this way may cause serious interference and disruption to the existing Wi-Fi network of the building. Any Resident who installs a Wi-Fi 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: closed bike storage facility in Ráday Dormitory). Roller skates and skateboards may be brought in but are not allowed inside the building. Bicycles can be stored in the outdoor bicycle storage located near the entrances of the buildings. The University is not responsible for bicycles stored in the storage facilities or the equipment brought in the building.
- (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.
- (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) The use of the gyms operated by the Ráday and Tarkaréti Dormitories is strictly at own risk, subject to the building's gym rules.





**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

**II.**

**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) The University shall determine the operation of the electronic access control system in accordance with legal requirements, in particular 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.

**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 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.



**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- 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 an electronic access control system****24. §**

- (1) The use of the electronic access control 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 and/or authorisation received via an application. The one-off access card must be returned on leaving the building.
- (2) The following persons are entitled to a permanent access card and/or access via an application:
- 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 authorisations specified in (2)a), from the date of termination of the dormitory or room rental contract;
  - 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/access via application is recorded and certified by the Head of the Dormitory concerned.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (5) The permanent access card/access via application 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/access authorisation 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. In case of an application, it is recorded in the access control system.
- (6) Persons entitled to permanent access may only be issued with one named access card/authorisation per person. The access card/access authorisation 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 RSFB.
- (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) likeness 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.
- (3) The reception service of the dormitory will provide visitors without permanent access with a one-off access card.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

- (4) Visitors who stay in the dormitory after 11 pm 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 a criminal offence or suspected criminal offence,
  - f) the staff members 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 30<sup>th</sup> 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 the purpose of enforcement, in which case the time limit for processing the data will be the time limit for the asserted claim.

**On the consolidated House Rules of the Dormitories of the Corvinus  
University of Budapest**

**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 Notices, which are 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 processing notices relating to these House Rules and that the data subject acknowledges the content and knowledge of the data processing notices by signing it.
- (7) When issuing a one-off access card, care must be taken to ensure that the data processing notices related to these House Rules is made available to visitors and that the visitor signs the data processing notices to confirm that he/she is aware of its contents.

 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PRESIDENTIAL COMMITTEE PROVISIONS</b>	<b>4/2024.</b> Version Number: <b>00.</b>
<b>On the consolidated House Rules of the Dormitories of the Corvinus University of Budapest</b>		

### **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 2 February 2024, and, at the same time, Provisions No. 20/2023 of the Presidential Committee on the consolidated House Rules of the Dormitories of the Corvinus University of Budapest.