

Organisational and operational procedures of
the dormitories of the Corvinus University of
Budapest

The Senate adopted the organisational and operational procedures of the
dormitories of BCE by its Resolution No. SZ-48/2019/2020 (24 July 2020).

Organisational and operational procedures of the dormitories of BCE

Preamble

Based on the authorisation in Paragraph eb) of Subsection (3) of Section 12 of Act CCIV of 2011 on National Higher Education, the provisions of Government Decree No. 51/2007 (26 March) on grants available for higher education students and fees payable by them, Government Decree No. 87/2015 (9 April) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Decrees) and the University's Organisational and Operational Procedures, in consultation with the Student Union, the Senate of Corvinus University of Budapest (hereinafter: University) hereby establishes the **organisational and operational procedures of the dormitories of the University** (hereinafter: OOP) as follows:

I. General provisions and scope of the OOP

Section 1

(1) The basic function of the dormitories is to support students in their studies, to promote integration in community life and to provide a space for leadership practice in the context of self-governance.

(2) In order to fulfil the function set out in Subsection (1), the dormitories shall provide accommodation for students, create and maintain the necessary conditions for learning, provide opportunities for student's self-learning, developing their talents, cultivating their education, exercise and meaningful leisure time, and promote their becoming intellectuals.

(3) The organisational and operational procedures of individual colleges for advanced studies, the rules for the establishment and termination of membership in them, the missions and objectives of individual colleges for advanced studies are set out in their statutes and their organisational and operational procedures.

Section 2

(1) The scope of the OOP covers the dormitory buildings listed in Annex 1 and operated by the University, as well as the dormitory buildings not directly operated by the University, their residents and the residents of the dormitories of colleges for advanced studies (hereinafter together: dormitory students) and the officers of the dormitories.

Section 3

(1) The financial and technical conditions for the operation of dormitories and colleges for advanced studies shall be provided by support from the government budget, their own revenues and funds received.

(2) In the case of the dormitories of the Közgáz Campus, the supervision shall be exercised by the Director of the Közgáz Campus.

(3) In the case of the dormitories of the Székesfehérvár Campus, supervision shall be carried out by the Director of the Székesfehérvár Campus.

II. Dormitory management

Section 4

Dormitory officers and organisations

(1) The management and governance of the dormitories operated by the University, including the dormitory buildings belonging to each campus, shall be vested in the **Campus Director** concerned.

(2) If there is more than one (1) dormitory building on a given campus, and the total number of dormitory places exceeds 200, a full-time dormitory coordinator shall be appointed, otherwise a part-time dormitory coordinator may be appointed to coordinate and harmonise the administrative processes related to the operation and management of the dormitory buildings on the campus, as directed by the Campus Director.

(3) A Dorm Manager shall be appointed in each dormitory building to supervise, coordinate and manage the administrative processes related to the operation of the dormitory building and its residents.

(3/A) An operations coordinator may be appointed for the dormitories operated by the University itself. The primary task of the operations coordinator is to coordinate and monitor the work of the companies, external partners and university staff members involved in the operation of the building. Communication with employees of the companies and partners involved in the operation. The operations coordinator may also perform his/her tasks under the professional direction of BCE Infrastructural Services.

(4) The Dorm Managers may be assisted by senior assistants (under a contract) (in particular in the 0-24 hours standby duty and in the enforcement of the house rules). (The maximum number of senior assistants is 1 for every started 100 students accommodated in the dormitory, except for the number of senior assistants for foreign students, which is determined separately for each building and academic year. In addition, for international training and scholarship programmes with more than 50 participants, programmes may delegate one senior assistant per building.

(4/A) A NEPTUN administrator may be appointed to assist the Dormitory Coordinator and the Dorm Managers. He/she is responsible for the supervision and control of the records and data related to the operation of the dormitories in the NEPTUN Unified Education Administration System (hereinafter: Neptun) and for assisting with the processes related to the records. He/she shall liaise with the CTI Neptun system administrator. The Neptun administrator's further duties and powers are set out in detail in Section 7/A of these Regulations.

(5) The **University Dormitory Council (hereinafter: UDC)** shall assist in the coordination of activities related to the operation of dormitories in the dormitory buildings and on the campuses. The Chairperson of the UDC shall be the Campus Director with the highest total number of dormitory places. The secretarial duties are carried out by the Dormitory Coordinator, who reports to the Campus Director holding the chair.

(6) The **Dormitory Division** (hereinafter: DD) of the Student Union of the University is the main decision-making body representing the interests of the dormitories.

(7) The Head of the Dormitory Division of the **University Student Union** (hereinafter: Dormitory Division Head) shall be responsible for scoring the students' applications for dormitory accommodation. **The Dormitory Division Head coordinates the community lives of the dormitories and represents the interests of dormitory students.** The Dormitory Division Head is determined by the Statutes of the Student Union.

(8) The deliberative body of the dormitories is the meeting of residents.

(9) The Chairperson of the Student Social Committee shall be responsible for the processing of applications for support based on social needs in relation to dormitory applications, for the assessment of applications and for their scoring.

Section 5

The Dormitory Director

(1) The functions of the Dormitory Director shall be discharged by the relevant Campus Director.

(2) His/her powers and responsibilities in relation to the operation and management of the dormitory buildings belonging to the campus:

- a) Approving the single house rules of the dormitories of the respective Campus, as approved by the UDC.
 - b) Discharging the legal, professional, operational and financial oversight of the buildings, dormitory office holders and organisations.
 - c) Preparing and implementing the budget plans for the buildings.
 - d) Ensuring and supervising the proper use of the funds, tangible assets and personal benefits delegated to the powers of the dormitory and correct human resources management.
- (3) He/she shall perform his tasks and exercise his/her powers under the direction of the Chancellor.

Section 6

Dormitory Coordinator

(1) Governed by the Campus Director and with the assistance of the Dorm Managers and Senior Assistants, he/she shall perform the coordination tasks related to the operation of the dormitories, in particular:

- a) Responsible for preparing and updating dormitory regulations and rules of procedure.
- b) Liaising with the Dormitory Division Head (especially for all-dormitory events and cash/business card purchases).
- c) Ensuring and continuously monitoring that the dormitories operate in accordance with the educational objectives and regulations of the University.
- d) c) Continuously monitoring the technical condition of the dormitories, assisting and supervising the preparation of procurements/services to repair any breakdowns as soon as possible.
- e) Supporting the process of planning the renovation/preservation of buildings.
- f) Coordinating the educational work in the dormitories.
- g) Ensuring the fulfilment and aggregation of the data reporting obligations of the dormitories.
- h) Coordinating and supervising the work of staff members in the dormitories and monitors the performance of their duties.
- i) Coordinating the actions taken to recover debts.
- j) Ensuring compliance with property protection, fire and safety regulations.
- k) In the event of external contracted operations, liaising with the operator on the basis of the contract if the Dorm Manager or the Operations Coordinator is unavailable.
- l) Supporting and monitoring the tendering procedures, preparation and enforcement of dormitory expenditure and revenue contracts.

- m) Replacing the Campus Director and the Dorm Managers in the duties and powers defined by them
- n) Supporting the Dormitory Division Heads in the performance of their duties, in particular in the management of the procedure for dormitory admission.
- o) Permanent voting member of the UDC

(2) Responsibilities:

- a) He/she shall be responsible for performing his/her work with due diligence in accordance with the applicable laws and regulations, the instructions of his/her supervisor and the rules of the profession.
- b) In the event of failure to carry out the duties entrusted to him/her, causing damage to the employee or the employer, he/she shall be financially liable in accordance with the Employment Regulation.
- c) He/she shall be responsible for compliance with fire, accident, occupational health and safety measures and regulations.

(3) Powers:

- a) He/she shall work under the direct supervision of the Campus Director.
- b) His/her obligation to work covers all the dormitory buildings of the campus.
- c) He/she shall propose to the Campus Director the budget for the dormitory buildings of the campus
- d) In the event of a breach of the house rules or of the law by a student living in the dormitory, he/she may initiate disciplinary procedures in accordance with the rules of procedure in the University's disciplinary regulations.
- e) Liaising with external partners related to the operation of the dormitory buildings belonging to him/her in case of the Dorm Manager and the Operations Coordinator being prevented from performing their duties.
- f) Giving opinion on the single house rules for the buildings.

(4) The dormitory coordinator shall be entitled to service accommodation free of charge in connection with his/her duties.

Section 7

Operations Coordinator

(1) Governed by the Dorm Manager of the dormitory building and/or Infrastructural Services and with the assistance with the Dorm Manager and the Senior Assistants, he/she shall perform coordination tasks related to the operation of the dormitory building, in particular:

- a) Continuously monitoring the technical condition of the dormitory building and organises the repair of any malfunctions as soon as possible.
- b) In the case of an external contracted operating partner, liaising with the partner, operator, on the basis of the contract concluded, and supervising the performance of the work ordered.
- c) Administration of technical operation-related procurement, requesting quotations.
- d) Day-to-day monitoring of dormitory operations, checking their quality and coordinating and even actively participating in day-to-day activities.
- e) Participating in the planning and implementation of dormitory developments and renovations
- e) Assisting the Dorm Manager in the tasks assigned to him/her
- f) having the right to participate and to be consulted in the UDC.

(2) Responsibilities:

- a) He/she shall be responsible for performing his/her work with due diligence in accordance with the applicable laws and regulations, the instructions of his/her supervisor and the rules of the profession.
- b) In the event of failure to carry out the duties entrusted to him/her, causing damage to the employee or the employer, he/she shall be financially liable in accordance with the Employment Regulation.
- c) He/she shall responsible for compliance with fire, accident, occupational health and safety measures and regulations.

(3) Powers:

- a) Work under the direction of the Dorm Manager and the Dormitory Coordinator.
- b) Proposing the operating budget and renovation and development plans for the dormitory building in question.
- d) Immediately notifying the Dorm Manager of any breach of the house rules or of the law by a student living in the dormitory.
- d) Liaising with external contracted partners related to the operation of the dormitory building.
- e) Commenting on the renovation plan for the buildings.

Section 8

Dorm Manager

(1) Duties and powers of the Dorm Manager of the dormitory building:

- a) Performing administrative tasks related to the operation of the dormitory building (procurements related to office operations, Rector's apartments, rented premises, other dormitory operations, administration of student committee events);
- b) In the event of a breach of the house rules or of the law by a student living in the dormitory, he/she may initiate disciplinary procedures in accordance with the rules of procedure in the University's disciplinary regulations.
- c) Keeping up-to-date records of move-ins and move-outs, financial, operational and other records of the dormitory building;
- d) Providing consultation hours for dormitory residents in paperwork matters;
- e) He/she is entitled to issue certificates of residence for the duration of the recipient's residence in the dormitory;
- f) Managing and controlling the revenues and receivables of the dormitory building in Neptun in cooperation with the Neptun administrator, with particular regard to the dormitory fee and additional service fees;
- g) Performing cashier and inventory administration duties for the dormitory building;
- h) If the building has guest apartments, he/she is responsible for their full administration (booking management, relevant cashier tasks, tourism tax returns, etc.) and organise the preparations for the reception of guests;
- i) In the event of the Dormitory Operations Coordinator being prevented from performing his/her duties, he/she liaises with the service providers contracted to operate the dormitory building, organises and supervises their work;
- j) Liaising with businesses and other tenants who have a tenancy relationship with the dormitory;
- k) Coordinating, supervising and commenting on the work of the senior assistants working in the dormitory building and preparing their certificates of completion for the Campus Director;
- l) Ensuring data reporting concerning the residents of the dormitory building to other organisational units of the University;
- m) Reporting to the Dormitory Director on the performance of his/her duties;
- n) Acting as a voting member of the UDC;
- o) Substituting the Operations Coordinator and the Neptun Administrator for the duties and powers defined by the person substituted;
- p) He/she may award penalty points at his/her own discretion, according to the penalty point system set out in the dormitory's house rules. The Dorm Manager is responsible for keeping records of penalty points;
- q) Summarising applications in the procedure for dormitory admission.
- r) Uploading and updating the sections related to the dormitory building on the University's website.
- s) Liaising with the colleges for advanced studies that have accommodation in the dormitory building, enforcing and monitoring rules, authorising events, summarising and invoicing fees for external members.
- t) Contributing to the planning and implementation of dormitory renovations and developments

(4) Responsibilities:

- a) Carrying out his/her work with due diligence according to the applicable laws and regulations, the instructions of his/her supervisor and the rules of the profession.
- b) In the event of failure to carry out the duties entrusted to him/her, causing damage to the employee or the employer, he/she shall be financially liable in accordance with the Employment Regulation.
- c) He/she shall be responsible for compliance with fire, accident, occupational health and safety measures and regulations.

(5) The Dorm Manager shall be entitled to service accommodation free of charge in the dormitory building in connection with his/her duties.

Section 9

The Neptun Administrator

- (1) A Neptun Administrator may be appointed to assist the Dormitory Coordinator and Dorm Managers.
 - (2) He/she shall manage and control the revenues of the dormitory buildings in the Neptun system, in particular the dormitory fees and additional service fees, monitor debts/receivables and send notices to debtors in case of late payment, in agreement with the Dorm Manager.
 - (3) Prior to announcing dormitory fees, he/she shall check any changes in student status and immediately notify the Dorm Manager thereof.
 - (4) He/she is responsible for the supervision and control of further records and data related to the operation of the dormitories in the Neptun System and for assisting with the processes related to the records, i.e. assisting Dorm Managers in doing the paperwork for move-ins and move-outs. He/se shall also prepare reports on the shortcomings and discrepancies found during the checks.
 - (5) During the procedure for dormitory admission, he/she shall perform the necessary settings in Neptun (managing the availability of the Neptun application interface, setting up the results, sending out notification messages)
 - (6) He/she shall edit other applications launched in Neptun, manage their availability and aggregate the results received.
 - (7) He/she shall check and correct any errors in the higher education information system.
 - (8) Ensuring data reporting concerning the residents of the dormitory building to other organisational units of the University;
 - (9) He/she shall liaise with other universities whose students are living in BCE dormitories and guarantee data reporting on dormitory resident status of students who hold a student status with other universities
 - (10) He/she shall report on the performance of his/her tasks to the Dormitory Director
 - (11) He/she shall substitute the Dorm Managers during their leave of absence for the duties and powers designated by the Dorm Manager.
 - (12) He/she shall upload and update the documents concerning dormitories onto the University's website.
 - (13) Responsibilities:
 - a) Carrying out his/her work with due diligence according to the applicable laws and regulations, the instructions of his/her supervisor and the rules of the profession.
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- b) In the event of failure to carry out the duties entrusted to him/her, causing damage to the employee or the employer, he/she shall be financially liable in accordance with the Employment Regulation.
- (14) The Neptun Administrator shall be entitled to service accommodation free of charge in connection with his/her duties.

Section 10

Senior Assistant

(1) If dormitory functions so warrant, senior assistants may be employed on a contract basis in the dormitory building.

(3) The term of a senior assistant shall be for a maximum of four hours per day and for a maximum of one year, but in any case until 30 June of the year in question. Exceptions are senior assistants delegated by international training and scholarship programmes with more than 50 participants.

(4) The assignment, work and dismissal of a senior assistant shall be subject to the opinion of the Dormitory Division.

(5) The senior assistant is appointed by the Campus Director, who defines his/her duties and terminates his/her appointment in exceptional cases with the agreement of the Dorm Manager.

(6) The Dorm Manager may propose the termination of a senior assistant's assignment.

(7) A senior assistant may be entrusted with the following duties and powers:

- a) he/she shall also observe, assist and supervise the observance of the provisions of the dormitory house rules and the norms of coexistence;
- b) in the event of a breach of the house rules or of the law by a student living in the dormitory, he/she may initiate disciplinary procedures in accordance with the rules of procedure in the University's disciplinary regulations and may issue written warnings to those violating the house rules;
- c) he/she shall help students to integrate and solve their problems;
- d) he/she shall assist the Dormitory Division in its work, organising and supervising events organised with a cultural contribution, and liaising with the Dormitory Division Head;
- e) he/she shall be actively involved in the management and organisation of move-outs and move-ins, and holds a briefing at the beginning of the year;
- f) he/she shall be on standby duty on a pre-defined schedule, as part of the building's 0-24 standby service; he/she shall email the on-call roster to the Dorm Manager and Operations Coordinator in the days before the reference month and be available for consultation, if necessary;
- g) he/she shall report on the performance of his/her duties as defined in the job description to the Dorm Manager, who shall give his/her opinion on the report and forward it to the Campus Director (in writing);
- h) he/she shall help keep the records kept by the Dorm Manager up to date;
- i) he/she may, if qualified, perform the duties of administrator and system administrator of the IT system of the dormitory building;

- j) he/she may make comments and report faults in the operation of the building, and may draw up and sign reports of any faults, damage or other extraordinary events in the operation of the building;
- k) he/she may formally comment on the work of the partners involved in the management of the building at any time and participate in their monitoring;
- l) if the dormitory building has an on-premises branch library and/or reading room, it can be on duty there;
- m) he/she is responsible for special administrative tasks relating to students from abroad or from other higher education institutions who are accommodated in the dormitory building;
- n) records of visitor admissions are summarised, checked and forwarded to the Dorm Manager, who forwards the fee invoice to the Neptun administrator, by the senior responsible, at least weekly.

(8) Responsibilities:

- a) Carrying out his/her work with due diligence according to the applicable laws and regulations, the instructions of his/her supervisor and the rules of the profession.
- b) In the event of failure to carry out the duties entrusted to him/her, causing damage to the employee or the employer, he/she shall be financially liable in accordance with the Employment Regulation.
- c) He/she shall be responsible for compliance with fire, accident, occupational health and safety measures and regulations.

(9) In connection with the job title of a senior assistant, he/she is entitled to use the service accommodation at cost price, subject to the conclusion of a rental contract.

Section 11

The University Dormitory Council

(1) In order to coordinate the common tasks of the dormitories and the colleges for advanced studies, to coordinate their interests, to elaborate proposals for their operation and to deal with the matters specified in the Regulation, the University operates a University Dormitory Council (hereinafter: UDC), which is the decision-making body of the Senate for decisions related to the dormitories.

(2) The Chairperson of the UDC shall be held by the Campus Director with the highest total number of dormitory places

(3) The UDC's voting members are the following:

- a) the Közgáz Campus Director;
- b) the Székesfehérvár Campus Director;
- c) the Dormitory Coordinator;
- d) the Dorm Managers of dormitory buildings;
- e) 1 representative of each of the colleges for advanced studies housed in the dormitory buildings;
- f) the Dormitory Division Head of the University Student Union;
- g) the coordinators responsible for the (Budapest) buildings of the Dormitory Division Head of the University Student Union;

- h) the Székesfehérvár Head of the University Student Union;
 - i) representative of the Chancellery;
 - j) programme owners of the training and scholarship programmes with more than 50 participants housed in the dormitory, i.e. 1 employee per programme;
- (4) The secretary of the UDC shall be the dormitory coordinator under the control of the Campus Director who is the Chairperson.
- (5) Duties of the Secretary of the UDC:
- a) convening a meeting of the UDC under the authority of the Chairperson of the UDC;
 - b) drawing up an abstract report of the meetings of the UDC and a memorandum, which shall be authenticated by two participants;
 - c) ensuring that the decisions of the UDC are properly prepared, forwarded to the members of the Council and duly published.
- (6) The UDC shall be responsible for:
- a) preparing decisions relating to the social tasks of the dormitories;
 - b) proposing concepts for the accommodation of students at the University;
 - c)
 - d) assisting and monitoring the preparation and review of the regulations and house rules of the dormitory buildings covered by these Regulations;
 - e) proposing the allocation and use of the annual amount of the housing allowance;
 - f) commenting on and submitting to the Senate the University rules governing the operation of the dormitories;
 - g) giving an opinion on any other dormitory matter that comes before the Senate.

Section 12

- (1) The UDC shall meet as necessary, but at least once every six months. The meetings of the UDC are open to the public and the Chairperson and secretary may invite anyone they consider necessary to participate in the discussion of any agenda item.
- (2) The UDC shall have a quorum if fifty percent of its voting member are present.
- (3) The UDC shall take its decisions by simple majority. In the event of a tie during a vote, the Chairperson shall have a casting vote. A secret ballot shall be taken on personnel matters or on a proposal adopted by a majority of the voting members present at the meeting.
- (4) The meetings of the UDC shall be convened and chaired by the Chairperson of the UDC. The meeting shall be convened at least 5 working days in advance by an invitation sent by electronic mail to voting members, which shall be sent by the Secretary of the UDC. An extraordinary meeting may be held if convened within 5 working days.

III. Representation of the interests of the residents of the dormitory building

Section 13

Residents' meeting of the dormitory building

- (1) The main body for consulting and reconciling the interests of the residents of the dormitory is the **residents' meeting of the dormitory building**.
- (2) Functions and powers of the residents' meeting
 - a) Giving its opinion on the following, regarding the dormitory building:
 - the budget plan for the use of the revenue from the cultural contribution paid by the students living in the building
 - the specific supplements to the house rules of the building in question.
 - b) It may make proposals on other matters relating to the operation and functioning of the dormitory
 - c) Calling the Dormitory Division Head of the Student Union every six months to report on the implementation of the budget plan for the use of the revenue from the cultural contribution
- (3) The resolutions of the residents' meeting shall be taken by simple majority vote on the Neptun UNIPOLL interface.

Section 14

Floor meetings of the dormitory building

- 1) The floor meeting is a forum for reconciling the interests of the students living on the same floor of the dormitory.
- 2) A floor meeting must be called at the request of the floor supervisor, the Dorm Manager or the Dormitory Division Head of the Student Union.
- 3) A floor meeting shall be convened at least once every academic year.
- 4) A floor supervisor may be elected from the residents of a given floor by recommendation.
 - a. The Dormitory Division Head of the Student Union of the University shall appoint the floor supervisor from the three residents who have collected the most recommendations.
- 5) The floor supervisor is responsible for the following:

- a. Collecting the infrastructural and community development needs of the residents of the given floor and forwarding them to the Dormitory Division of the Student Union of the University
- b. Participating in floor meetings

Section 15

The Dormitory Division of the Student Union of the University

- (1) The Dormitory Division is responsible for the operational interest representation of the dormitory's residents. The Dormitory Division shall report on its work to the residents' meeting and the Dorm Manager via Neptun UNIPOLL.
 - (2) It shall draw up a budget for the programmes and purchases organised from the cultural contribution of the building concerned, which shall be commented on by the residents' meeting and approved by the Chancellor with the agreement of the Campus Director.
 - (3) Duties and responsibilities of the Dormitory Division for the dormitory building:
 - a) proposing the rules and hours of use of the common rooms in consultation with the Campus Director;
 - b) preparing the material for the vote at the residents' meeting;
 - c) drawing up and submitting to the residents' meeting and the Campus Director a budget plan for the cultural programmes organised from the cultural contribution.
 - d) preparing the administration of purchases under the supervision of the relevant senior assistant and sending the Dorm Manager the necessary documentation for the preliminary coverage checks.
 - e) assisting dormitory staff members in the enforcement of the house rules and other instructions and requirements;¹
 - f) in the event of a breach of the house rules or of the law by a student living in the dormitory, he/she may initiate disciplinary procedures in accordance with the rules of procedure in the University's disciplinary regulations.
 - g) planning, organising and supervising the academic, community, cultural and sporting activities in the dormitory building;
 - h) suggesting general and current tasks for senior assistants;
 - i) organising dormitory events with the approval of the Campus Director;
 - j) giving opinion on the dormitory's development plan;²
 - k) reporting to the residents' meeting at least once every six months on its activities; exercising the right to give an opinion on the appointment of senior assistants.³
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- l) Liaising with senior assistants, Dorm Managers and the Campus Director.
 - m) The Dormitory Division Head shall inform and consult senior assistants and Dorm Managers regarding his/her work on a monthly basis.
 - n) He/she shall inform the Campus Director of his/her work and seeks his/her advice on a quarterly basis.
 - o) The Dormitory Division Head of the Student Union of the University shall ensure the setting up of forums where the respective dormitory floor supervisors and Dorm Managers can meet regularly.
 - a. These forums shall be convened offline and online at least quarterly.
- (4) The organisational structure and the rules of the operational functioning of the Dormitory Division and its further detailed regulations are set out in the Rules of Procedure of the Cabinet of the Student Union of the University.

IV. Special rules on dormitory accommodation and its use

Section 16

(1) The dormitory places available to higher education institutions are intended to accommodate students during study periods and examination periods, and, beyond these periods, during the fulfilment of the study requirements set out in the qualification requirements and curricula, **as defined by law, decrees and the regulations of the University and the dormitories.**

(2) The dormitory places subject to Annex III/2.7 of the Regulation on Student Fees and Benefits (the Uniform Procedures for Dormitory Admission at Corvinus University of Budapest):

Name of the dormitory/rented premises	Dormitory places	Colleges for advanced studies and other reserved places	Total dormitory places
"Tarkaréti" Dormitory	235	60 (FLTRC) 110 (SH)	405
"Kinizsi" Dormitory	242	50 (EVK) 110 (SH)	402
"Földes Ferenc" Dormitory	86	35 (TEK) 20 (FAKT) 20 (GYDSZ) + 110 (Study Abroad)*	271

“Rajk László” College for Advanced Studies	0	90	90
Dormitory of the Székesfehérvár Campus	40	10	50
Total	603	615	1218

*The provisions of Annex III/2.7 of the Regulation on Student Fees and Benefits (the Uniform Procedures for Dormitory Admission at Corvinus University of Budapest) shall apply to the filling of unused places not actually used by Study Abroad.

(3) Community and operational premises of dormitories are not subject to the uniform admission procedures. The following residential premises are also excluded from the uniform admission procedures:

- a) “Kinizsi” Dormitory: rector’s apartments (R1, R2, R3, R4), service apartments (FB/1, LB/8, R5); ground floor service accommodation (LB/1-3, LB/6-7; FB/2-3), first floor service accommodation (F113, L111, L113, L711), EVK library, study room and lecture hall (L211, L311, L312);
- b) “Tarkaréti” Dormitory: ground floor service apartments (apartments 1-4), ground floor service accommodation (FSZ 1, FSZ 2), dormitory tutor’s rooms (120, 220, 320, 420, 520);
- c) “Földes Ferenc” Dormitory: 18 reserved places for dormitory staff members and assistants.
- d) For the Székesfehérvár Campus Dormitory, the 10 places (of which 2 are accessible rooms) indicated in the column “Other reserved places” in Subsection (2) of this Section; (Primarily, but not exclusively, reserved for lecturers/staff members/senior assistants, dormitory admissions appeals, spare capacity for sale), and guest rooms A202 and A208, with a total of 2×4 beds.
- e) The terms and conditions for letting these premises and for the use of the places during the summer months are governed by the provisions of a separate model “Rental Contract”, which is available in the current University Contracts Register and/or through the Economic and Labour Law Services. The rent is set by the campus director concerned, on condition that it may not be lower than the cost price per place calculated for the building. The use of dormitory places during the summer and the use of dormitory places that remain available after the procedure for dormitory admission is the responsibility of the campus director.

(4) Unfilled places available for colleges for advanced studies may be filled by admitting a general student during the appeal of the procedure for dormitory admission.

(5) Dormitory accommodation may be obtained by application. Applications can be submitted in Neptun. Foreign students can apply via the online application interface on the University’s website.

(6) The rules of application and awarding are set out in the Uniform Procedures for Dormitory Admission at Corvinus University of Budapest (Annex III/2.7. of the RSFB). In particular, the following criteria shall be taken into account when assessing applications:

The student’s

- a) social status, including the distance of the student’s permanent residence from the administrative boundaries of Budapest or Székesfehérvár.
- b) academic performance,
- c) work for the student community,

(7) exemption from the obligation to pay the dormitory fee and the additional service fees (exception: visitor reception fee) on the grounds of working for the dormitory or social situation. (Exemption may be granted on a social basis to a student who is disadvantaged, an orphan, a breadwinner or whose guardianship has been terminated due to reaching the age of majority.) The exemption may be obtained by application, the detailed rules of which are set out in Annex III/2.7 of the RSFB.

(8) In addition to the above, the existence of the conditions for preferential treatment laid down in the Higher Education Act shall also be taken into account pursuant to Subsection (6) of Chapter III of Annex III/2.7 of the RSFB.

Section 17

(1) The student's status of dormitory resident shall be established simultaneously with the submission of the Dormitory Move-In Request.

(2) The dormitory provides additional services. "Additional services" shall mean all services that are additional to the basic services. Calculation of the additional service fee paid by students with state funding/state scholarships: The minimum cost per person minus the sum of the normative funding by the state established for dormitories and the dormitory fee (such services include: operation and maintenance of the lift and fire alarm system, daily general maintenance, waste removal, etc.) The fee for the additional services is paid by students with state funding/state scholarship via Neptun, except if the housing allowance paid under the interstate scholarship programme covers the programme cost.

(3) The date of moving in and out of the dormitory shall be recorded in the Dormitory Move-In Request, and the detailed rules of the move-in shall be recorded in the so-called letters of acceptance. In addition, the exact conditions and way for cancelling a place shall be specified in the letter of acceptance. The Dorm Managers shall publish the information adapted to the schedule of the semester in question on the communication interfaces of the dormitory buildings and send it to the students admitted to the dormitory by email.

(4) The dormitory fees are set out in Annex 6 of the University's Regulations on Student Fees and Benefits.

Section 18

(1) After the final results of the procedure for dormitory admission have been announced, the remaining free places in the dormitory shall be filled from the waiting list.

(2) The Dormitory's Dorm Manager, with the approval of the Campus Director, may arrange for the use of the remaining free places after the waiting list has been exhausted.

(3) In filling the remaining free places and in summer use, priority shall be given to

- a) students of Corvinus University of Budapest participating in dual programmes;
- b) former students of the Corvinus University of Budapest who are students at the University but registered for a passive semester;
- c) former students of Corvinus University of Budapest, who have obtained their final (pre-degree) certificates or are preparing to for their final exams or submitting their bachelor/master theses;
- d) a student who have an active student status at another higher education institution with which the University has concluded a cooperation and/or rental agreement for dormitory places.

VI. Rights and obligations of dormitory students, disciplinary and compensation rules

Section 19

1) Dormitory students have the right to

- a) use the services of the dormitory and the academic, professional, cultural, recreational and sporting facilities provided by the dormitory;
- b) participate in dormitory events;
- c) use the accommodation allocated to him/her and the common spaces without disturbance, in accordance with the rules of the dormitory house rules;
- d) participate as a voting member in the residents' meeting of the dormitory building;
- e) address in writing any personal or community-related questions about the dormitory or his/her dormitory student status to the appropriate bodies of the dormitory, its management and the Student Union;
- f) receive a reply to his/her requests or comments within 30 days;
- g) exercise any additional rights provided for in the organisational and operational procedures of the dormitory building;
- h) create, within the framework of the present Organisational and Operational Procedures, the House Rules and the relevant Fire and Accident Prevention Rules, the conditions of learning and recreation that best suit him/her and his/her fellow residents, within his/her own means;
- i) receive visitors (up to 3 persons, and with permission over that) in their rooms between 7 am and 11 pm, upon prior notice and without charge. If the visitor leaves or arrives between 23:00 and 7:00 (night period), the dormitory student will be charged with a visitor reception fee in accordance with these OOP and the dormitory's House Rules. The dormitory student shall not disturb the peace and quiet of the other dormitory residents by receiving visitors.^{4 5}

2) Dormitory students shall

- a) observe and know the rules of the University, in particular the organisational and operational procedures of the dormitory building, the house rules, other regulations and the decisions of the residential meeting;⁶
- b) maintain the reputation of the University and the dormitory;
- c) use and preserve the equipment given to him/her or used by him/her for its intended purpose, under full financial responsibility;
- d) keep his/her room tidy and clean,

⁴ Amended by Resolution No. SZ-143/2015/2016 (18 May 2016).

⁵ Amended by Resolution No. SZ-77/2016/2017 (25 May 2018). Effective from: 25 May 2018.

⁶ Amended by Resolution No. SZ-77/2016/2017 (25 May 2018). Effective from: 25 May 2018.

- e) to pay the fee set out in Annex III.2.6 of the RSFB in connection with Paragraph i) of Subsection (1) of Section 16 and for the basic and additional services;⁷
- f) immediately notify the Dorm Manager in the building of any change in his/her student status
- g) fulfil his/her administrative obligations for moving in and out
 - a. Moving in is only possible by submitting the Move-in Request (in Neptun) on the date indicated therein.
 - b. The Move-In Request may contain several move-in periods. Outside these periods, move-in is possible only by prior arrangement and during working hours.
 - c. Moving out is only possible by submitting the Move-out Request (in Neptun, at least 5 working days before the planned move out) and at the time indicated therein.
 - d. The Move-out Request may include several move-out periods. Outside these periods, move-out is only possible by prior arrangement and during working hours.
 - e. The Move-In Request is subject to a fee (Deposit). The fee paid will be fully refunded to the student at the time of the decision on the Move-Out Request, provided that the student fully complies with his/her move-out registration obligations by the deadline, surrenders his/her dormitory access card, hands over his/her room in a clean, tidy and undamaged state, and settles all debts to the dormitory.
- h) Attend residential meetings (via Neptun Unipoll).

(3) In case of disciplinary offence, disciplinary proceedings shall be initiated against the dormitory student in accordance with the Student Disciplinary and Compensation Regulation, and, if the disciplinary offence is committed by seriously and/or repeatedly violating the provisions of the Terms and Conditions (GTC) for the Dormitory Residence Agreement, the OOP or the House Rules, which the student accepted and acknowledged at the time of submitting the Move-In Request, the Campus Director may unilaterally terminate the student's Dormitory Residence Agreement.

(4) In case of unlawful damage by the student, the provisions of the Terms and Conditions (T&Cs) for the Dormitory Accommodation Agreement and the House Rules shall apply.

(5) If the student has an active student status not with the University, but with another higher education institution, and his/her accommodation is not provided by a college for advanced studies, the provisions of the Terms and Conditions for Dormitory Accommodation Agreements shall apply in the cases specified in Subsections (3) to (4) of this Section. The agreement can be found on the dormitory section of the University's website.

(6) If the student has an active student status not with the University, but with another higher education institution, and his/her dormitory accommodation is provided by a college for advanced studies, the provisions of the agreement between the University and the college for advanced studies in question for dormitory places shall apply in the cases specified in Subsections (3) to (4) of this Section.

⁷ Amended by Resolution No. SZ-143/2015/2016 (18 May 2016).

(7) If the resident does not have an active student status with any higher education institution, the provisions of his/her Tenancy Agreement for accommodation shall apply in the cases specified in Subsections (3) to (4) of this Section.

(8) The dormitory house rules include a penalty points system to sanction violations of the Terms and Conditions for Dormitory Accommodation Agreements and/or the House Rules. Based on the points system, the Campus Director may unilaterally terminate a student's Dormitory Accommodation Agreement.

VII. Miscellaneous and final provisions

Section 20

- (1) The present Regulation was adopted by the Senate at its meeting of 24 July 2020.
- (2) This Regulation shall enter into force on 27 July 2020, and the Organisational and Operational Procedures of the Dormitories of Corvinus University of Budapest and the Colleges for Advanced Studies operating in them, adopted by the Senate at its meeting of 15 June 2015 by Resolution No. SZ-107.a/2014/2015. (15 June 2015), shall be repealed at the same time.

Prepared by:	Ákos Tiringér	
Checked by:	Barbara Bíró Gábor Czinderi	
Submitter to the decision-making body:	Presidential Committee	
Accepted by:	Senate	András Láncki, representing the Senate:
Published by:	Marica Sárközi-Kerecsi	

Annex 1

Dormitories of the Corvinus University of Budapest

Dormitories and colleges for advanced studies of the Közgáz Campus

“Tarkaréti”

Dormitory

1106 Budapest
Tarkarét utca 6.

“Földes Ferenc” Dormitory

1092 Budapest
Ráday u. 43-45.

“Kinizsi” Dormitory

1092 Budapest
Kinizsi u. 2-6.

“Rajk László” College for Advanced Studies

1085 Budapest
Horánszky u. 18.

“Széchenyi István” College for Advanced Studies

1118 Budapest
Ménesi út 94.

College of Social Studies

1092 Budapest
Ráday u. 43-45.

“Heller Farkas” College for Advanced Studies

1093 Budapest
Fővám tér 8. Fsz. 22.

“EVK” College for Advanced Studies

1092 Budapest
Kinizsi u. 2-6.

**College for Advanced Studies of the Association of Young
Autonomous Economists**

1093 Budapest
Fővám tér 8. Fsz. 10.

College for Advanced Studies of Diplomacy in Practice
1093 Budapest
Fővám tér 8.

Dormitories and colleges for advanced studies of the Székesfehérvár Campus

Dormitory of the Székesfehérvár Campus

8000 Székesfehérvár Budai u. 43.

8483/6hrsz.