III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

The Senate – with the consent of the Corvinus University of Budapest's Student Government – and with its resolution nr. SZ-107.a/2014/2015. /2015 (15.06. approved the Organisational and Operational Rules of the Halls of Residence of the Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence.

Concurrently with this, the previous regulation issued on the same subject-matter was superseded.

Amended by Senate Resolution
SZ-143/2015/2016. /2016 18. 05.)
SZ-125/2016/2017. /2017 30. 05.
Resolution SZ-137.a/2016/2017. /2017 (27. 06.
Preamble

The Senate of the Corvinus University of Budapest (hereinafter referred to as: University) establishes the Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence (hereinafter referred to as: Organisational and Operational Rules) based on the authorization as per Section 12 of Act CCIV of 2011 on National Higher Education point (3) eb), Government Decree 51/2007 on the benefits and certain due payments to be paid by the students participating in higher education (26. 03.), further Government Decree 87/2015 on the implementation of certain provisions of Act CCIV of 2011 on national higher education (09. 06.) (hereinafter referred to as Regulations), as well as based on the Organisational and Operational Rules of the University by reconciling with the Student Government as follows:

I. General provisions and the scope of the Organisational and Operational Rules

Section 1

(1) It is the fundamental task of halls of residence to support their residents in their studies and to promote their participation in community life, and students may also gain leadership experience within the framework of self-government.

(2) In order to fulfil the task specified in paragraph (1), halls of residence provide accommodation to their residents, create and continuously provide the conditions of studying, provide opportunities for the self-education of students, for developing their talents, for their education, for physical training and for the meaningful spending of their leisure time, and they also support them in becoming intellectuals.

(3) The task of colleges for advanced studies is to impart further knowledge to its members in certain special fields. The special tasks and purposes of the different colleges for advanced studies are included in their charter documents and their organisational and operational rules.
Section 2

(1) The scope of the Halls Rules extends to the buildings maintained by the University (listed in Annex 1), the buildings maintained not directly by the University, the residents of such buildings and the members of colleges for advanced studies who live in the halls of residence (hereinafter jointly referred to as residents) as well as to the officials of the halls of residence.

(2) Colleges for advanced studies are autonomous organisations within the University, and their operation is directed by an independent and autonomous interest representation body with extensive decision-making powers, on the basis of the colleges’ own organisational and operational rules.

(3) The common affairs and the details of the cooperation of the college for advanced studies and the hall of residence housing the college are jointly determined in the organisational and operational rules of the college for advanced studies and the organisational and operational rules of the hall of residence together, in accordance with each other.1 2

Section 3

(1) The financial and technical conditions of the operation of halls of residence and colleges for advanced studies are ensured by budget allocations, their own revenues and funds received from other sources.

(2) The legal, professional, operational and financial supervision of the University’s colleges for advanced studies is performed by the Vice-Rector for Research.

(3) In the case of the halls of residence of the Közgáz Campus, the supervision is performed by the Director of the Közgáz Campus.

(4) In the case of the halls of residence of the Székesfehérvár Campus, the supervision is performed by the Director of the Székesfehérvár Campus.3

II. The management of the halls of residence

Section 44

Officials and organisations in halls of residence

---

1 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
3 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
II.III.2.5. Organisational and Operational Rules of the Halls of Residence of
Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

4 June 2019

(1) The direction and the management of the halls of residence operated by the University, including the buildings belonging to the different campuses, are performed by the campus director of the campus concerned.

(2) If there are more than one hall of residence buildings at a given campus and the total number of the places available in halls of residence is more than 200, then a halls of residence coordinator will be appointed (a full-time public employee) to coordinate the administrative processes related to the operation and maintenance of the halls of residence that belong to the campus concerned, in accordance with the instructions of the campus director.  

(3) An administrator in charge of the building a full-time public employee will be appointed in each dormitory building to supervise and manage the administrative processes involving the residents of the dormitory in question.

(3/A) An operating coordinator may be appointed in the dormitory buildings operated by the University. The primary task of the operating coordinator is to coordinate the work of the companies, third parties and university staff involved in the operation of the building. Liaising with the associates and partners of companies engaged in operations. The operating coordinator may also perform his/her duties by providing professional governance of the Technical Directorate of the Corvinus University of Budapest.

(4) The work of administrators in charge of a building (especially regarding the 24-hour duty service and the enforcement of the house rules) may be supported by senior assistants (based on contracts for services). (Their maximum number is 1 person per every 100 residents living in the dormitory, with the exception of the number of foreign students on senior assistants, which is determined separately per building and academic year. Further, in case of educational programmes abroad and also scholarship programmes exceeding 50 persons, the programmes may delegate one senior assistant per building.

(4/A) NEPTUN officers may be appointed to assist the work of the dormitory coordinator and the building administrators. He is responsible for supervising and monitoring data registered in the NEPTUN Single Study System (hereinafter: Neptun), as well as supporting processes related to registration. He shall keep contact with the content system administrator of KTI Neptun. The additional scope of duties and competence of the Neptun administrator are contained in section 8 of this regulation.

(5) At the halls of residence and campuses, the coordination of the activities relating to the operation of halls of residence are supported by the University's Council for Halls of Residence (hereinafter

---

5 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
II.III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

referred to as: University's Council. The chairman of the Halls of Residence Council shall be the director of the campus with the highest total number of available places. The secretarial duties will be performed by the halls of residence coordinator working under the campus director acting as the chairman of the Council.  

(6) The supreme decision-making body representing the interests of those living in the halls of residence is the residents’ meeting.  

(7) The Halls of Residence Committee (hereinafter referred to as: HRC) – between the residents’ meetings, is the administrative and executive self-government body of the different halls of residence. The head of the Halls of Residence Committee is its secretary.  

(8) The commenting on the students’ applications for the Halls of Residence is performed by the halls of residence official for the University Students’ Government. In addition to conducting the admissions procedure, the University’s Committee for Halls of Residence coordinates the community life of halls of residence, supports the operation of the Halls of Residence Committees in coordination with the secretaries, and represents the interests of residents. The halls of residence official is determined based on the Constitution of the Student Government.  

(9) The Chairman of the Students’ Social Committee is responsible for executing, assessing and scoring the social requests related to the Halls of Residence applications.

Section 5

The directors of halls of residence

(1) The duties of the hall of residence director are performed by the director of the campus concerned.

(2) His powers and duties in connection with the halls of residence belonging to the campus concerned are as follows:

a) he approves the uniform house rules for the halls of residence belonging to the campus concerned evaluated by the EKT.

b) he performs the legal, professional, operational and financial supervision of the buildings, the officials and the organisations of the halls of residence;

14 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
c) he prepares and implements the budget plan of the buildings;

d) he ensures and supervises the proper use of funds and tangible assets available to the hall of residence, as well as the use of personal benefits and proper workforce management.

(3) He performs his duties and exercises his powers under the direction of the Chancellor.

Section 6
Halls of residence coordinators

(1) Under the direction of the campus director, in cooperation with the administrators in charge of a building and with the senior assistants, a coordinator performs the coordination tasks relating to the operation of the halls of residence, in particular the following:

a) He liaises with the Halls of Residence Committees.

b) He ensures that the halls of residence operate in accordance with the educational purposes and the regulations of the University, and he continuously checks if they operate in such manner.

c) He monitors the technical condition of halls of residence and arranges for the repairing of any errors that may occur as soon as possible.

d) He coordinates the educational activities performed in the halls of residence.

e) He ensures that all data disclosure obligations are performed.

f) He coordinates the work of those working in the halls of residence and checks the performance of their tasks.

g) He coordinates the measures taken to collect outstanding assets.

h) He ensures adherence to the property protection, fire prevention and occupational health and safety rules.

i) In the case of third-party operation, he/she liaises with the operator based on the contract in place.

i) He acts as a deputy for the campus director and the people responsible for the buildings in relation to the duties and powers specified by the director.  

---

j) He supports the University’s Committee for Halls of Residence and the halls of residence official in the performance of their duties. 22

l) He is a permanent voting member of the Halls of Residence Council.23

(2) His/her responsibilities are as follows:

a) He/she is responsible for performing his/her work with proper care in accordance with the applicable laws and regulations, the instructions of his/her manager and the rules of his profession.

b) He/she is financially responsible in accordance with the Employment Regulation for any omission causing harm to an employee or the employer when carrying out the tasks assigned to him/her.

c) He/she is responsible for compliance with the fire prevention, accident prevention and occupational health and safety measures and regulations.

(3) His/her rights are as follows:

a) He performs his work under the direct control of the campus director.

b) His work commitments apply to all halls of residence belonging to the campus in question.

c) He makes proposals to the campus director on the budget of the halls of residence that belong to the campus concerned.

d) He may initiate a disciplinary procedure against students living in the halls of residence if they breach the house rules or a legal provision, in accordance with the procedural rules of the University’s disciplinary regulation.

e) He liaises with external partners in connection with the operation of the halls of residence that fall within his scope of responsibility.

f) 24 He comments on the uniform house rules regarding the buildings.

(4) 25 The dormitory coordinator is entitled to use a service place (accommodation) in the context of and related to his/her job function free of charge.

Section 6/A26

The operating coordinator,
(1) acting under the direction of the campus director and/or by the direction of the technical Directorate, and in cooperation with the building administrators and the senior assistants, performs the coordination tasks relating to the operation of the dormitory building concerned, in particular, the following:

a) He/she monitors the technical condition of the dormitory building concerned and arranges for the repair of any defects that may occur as soon as possible.

b) In the case of third-party operation, he/she liaises with the operator based on the contract in place, and also supervises the completion of the job ordered.

c) He is responsible for the administration of procurements in connection with technical operations and for requesting quotations.

d) He supports the work of the administrator in charge of the building regarding the tasks established by him.

E) Has a participation and counselling right in the Halls of Residence Council.

(2) His/her responsibilities are as follows:

a) He/she is responsible for performing his/her work with proper care in accordance with the applicable laws and regulations, the instructions of his/her manager and the rules of his profession.

b) He/she is financially responsible in accordance with the Employment Regulation for any omission causing harm to an employee or the employer when carrying out the tasks assigned to him/her.

c) He/she is responsible for compliance with the fire prevention, accident prevention and occupational health and safety measures and regulations.

(3) His/her rights are as follows:

a) He/she carries out his/her work under the control of the administrator in charge of the building and the dormitory coordinator.

b) He/she makes a proposal for the operating budget of the given dormitory building.

c) In case of a breach of house rules or legal provision against the resident students, the administrator in charge of the building immediately reports it.

---

d) He/she liaises with third parties in connection with the operation of the dormitory building falling within his/her scope of responsibility.

f) He comments on the refurbishment plan regarding the buildings.  

Section 7

The administrator in charge of the building (Dorm Manager)

(1) The tasks and powers of the administrator of a given hall of residence are as follows:

a) He takes care of the administrative tasks related to the operations of the dormitory building (procurements related to office operations, Rectors' apartments and rentals, equipment belonging to other dormitory operations, administration of student committee events);

b) He is invited to and attends all meetings of the Halls of Residence Committee of the building in question; he has advisory powers and he performs legal supervision;

c) He may initiate a disciplinary procedure against students living in the halls of residence if they breach the house rules or a legal provision, in accordance with the procedural rules of the University’s disciplinary regulation;

d) He ensures that the accommodation agreements, the move-ins and -outs and the financial, operational and other records of the dormitory building are kept up-to-date;

e) He has office hours when he is available for the residents of the hall of residence in relation to administrative matters.

f) He is entitled to issue accommodation license for the duration of the residency;

g) He manages and confirms the incomes and outstanding liabilities of the dormitory building in Neptun by cooperating with the Neptun administrator, with special regards to the halls of residence fee and the fees for additional services;

h) He acts as a cashier and inventory keeper in respect of the building of the halls of residence;

i) Should there be guests apartments operating in the building, he takes care of their comprehensive administration (booking management, related cashier tasks, IFA report, etc.), and also organises preparations in connection with the receiving of guests;

j) If the halls of residence coordinator is not available, he communicates with the external contractors in connection with the operation of the building, and he organises and supervises their work.

k) He liaises with the companies with which the hall of residence has a rental contract.
I) He coordinates, controls and comments on the work performed by senior assistants working in the building of the halls of Residence, and prepares the performance certificates related to their assignment for the campus director;

m) He guarantees data disclosure regarding the residents of the building to the other organisational units of the University.

n) He reports to the halls of residence director about the performance of his tasks.

o) He is a permanent voting member of the Halls of Residence Council.

p) He acts as deputy for the operations coordinator and the Neptun administrator in the scope of tasks and competence defined by the substituted person;

q) May give his own punitive points in his own scope of competence based on the punitive scoring system defined in the house rules of the Halls of Residence. The administrator in charge of the building is responsible for the registration of punitive scores;

r) He summarizes the applications in the Halls of Residence admission procedure.

(4) His/her responsibilities are as follows:

a) He is responsible for performing his work in accordance with the applicable laws and regulations, the instructions of his line manager and the rules of his profession, with proper care.

b) He shall have financial responsibility for any omission causing harm to an employee or his employer when carrying out the tasks assigned to him, in accordance with the Employment Regulation.

c) He shall be responsible for compliance with the fire prevention, accident prevention and occupational health and safety measures and regulations.

(5) The administrator in charge of the building is entitled to use a service place (accommodation) in the given dormitory building in the context of and related to his/her job function free of charge.

Section 7/A

Neptun officer

(1) Neptun officers may be appointed to assist the work of the dormitory coordinator and the administrators in charge of the building.

(2) He manages and confirms the incomes of the dormitory buildings with special regards to the dormitory fee and the fees for additional services, monitors the debts/outstanding liabilities and with the consent of the administrator in charge of the building notifies debtors in case of overdue payment.

(3) Prior to the dormitory fee announcements he checks the possible changes of the student relationship, which he immediately reports to the administrator in charge of the building.

(4) He is responsible for monitoring further registrations and data related to the operations of the halls of residence a registered in Neptun, and also for assisting processes in connection with the registration, i.e. he supports the work of administrators in charge of the buildings in taking care of the

---


II.III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

administrative tasks of moving in and out. Additionally, he also prepares reports on insufficiencies and non-compliances identified during the inspections.

(5) He makes the necessary settings in Neptun during the admission process for the halls of residence (managing of the Neptun application platform's accessibility, setting results, sending notification letters)

(6) He also edits other applications launched in Neptun, and summarizes incoming results.

(7) Checks and corrects possible FIR errors.

(8) He guarantees data disclosure regarding the residents of the building to the other organisational units of the University;

(9) He liaises with other Universities, whose student lives in one of the halls of residence of BCE and guarantees data disclosure regarding the dormitory status of residents having student relationship at other universities

(10) He reports to the halls of residence director about the performance of his tasks

(11) During the deputy holidays he acts as deputy for the administrator in charge of the building in the scope of tasks and competence specified by them.

(12) He is responsible for:
   a) He is responsible for performing his work in accordance with the applicable laws and regulations, the instructions of his line manager and the rules of his profession, with proper care.
   b) He shall have financial responsibility for any omission causing harm to an employee or his employer when carrying out the tasks assigned to him, in accordance with the Employment Regulation.

(13) The Neptun officer is entitled to use a service place (accommodation) in the context of and related to his/her job function free of charge.

Section 8\(^{44}\)

Senior assistants

(1) If it is necessary for the performance of tasks relating to the halls of residence, senior assistants may also be hired in the halls of residence, based on a contract for services.

(3) The contract of senior assistants shall apply to a maximum of four hours per day and for a maximum period of one year, but in any case only until 30 June of the year in question. Exceptions are the senior assistants delegated by programmes abroad and scholarship programmes exceeding 50 people.

(4) The Halls of Residence Committee will express its opinion on the hiring, work and dismissal of senior assistants.

(5) Senior assistants are hired by the campus director, and it is the campus director who specifies the tasks of senior assistants and who terminates their contracts with the consent of the administrator in charge of the building.

(6) The administrator in charge of the building may submit a proposal for the termination of the contract of a senior assistant.

(7) A senior assistant may be assigned the following tasks and he may have the following powers:

a) He participates as permanent guest at the meetings of the Halls of Residence Committee;
b) He assists in and supervises compliance with the house rules of the hall of residence and compliance with the general rules of cohabitation.
c) He may initiate a disciplinary procedure against students living in the halls of residence if they breach the house rules or a legal provision, in accordance with the procedural rules of the University’s disciplinary regulation, and also may warn them in writing;
d) He helps with the inclusion of residents and in finding solutions to their problems.
e) He supports the organisation, on-site monitoring of the events organised based on the cultural contribution of the Halls of Residence Committee, in lack of that he liaises with the EK referee;
f) He actively participates in executing and organising move ins and outs to/from the halls of residence, and holds an informative session on the levels at the beginning of the year;
g) He is on on-call duty based on a predefined schedule as part of the 0–24 hrs on-call duty guaranteed inside the building; sends the on-call duty schedule to the administrator in charge of the building and the operations coordinator during the days prior to the concerned month via e-mail, and provides consulting hours if necessary;
h) He reports the performance of his tasks specified in the job description to the administrator in charge of the building, who comments on the report and forwards it along with his opinion to the campus director (in writing);
i) He supports the up-to-date keeping of records kept by the administrator in charge of the building.
j) He may act as the system administrator of the IT system of the building, provided that he has an appropriate qualification.
k) He may make comments and report errors in connection with the operation of the building, and he may draw up and sign reports of errors occurring during the operation of the building, of any damage caused and of any other extraordinary event relating to operation.
l) He may officially comment on the work of the partners involved in the operation of the building and taken part in the monitoring thereof at any time 45;
m) If there is a library and/or reading room in the building concerned, he shall provide supervision in the library or the reading room;
n) he performs the special administrative tasks relating to foreign students or students of other higher education institutions accommodated in the building; 46
o) the responsible senior shall summarize, check and forward the registration of receiving visitors at least on a monthly basis to the administrator in charge of the building, who in turn forwards the announcement of fees to the Neptun officer.

II.III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

4 June 2019

(8) His responsibilities are as follows:

a) He is responsible for performing his work in accordance with the applicable laws and regulations, the instructions of his line manager and the rules of his profession, with proper care.
b) He shall have financial responsibility for any omission causing harm to an employee or his employer when carrying out the tasks assigned to him, in accordance with the Employment Regulation.
c) He shall be responsible for compliance with the fire prevention, accident prevention and occupational health and safety measures and regulations.

(9) Related to and in connection with the job of the senior assistant he is entitled to utilize accommodation at cost price by signing a rental agreement.

Section 9

The University’s Council for Halls of Residence

(1) To coordinate the joint tasks of halls of residence and colleges for advanced studies, to coordinate their interests, to prepare detailed proposals for their operation and to deal with the matters specified in the regulation, as part of the University’s self-government, a University’s Council for Halls of Residence (hereinafter referred to as: University’s Council for Halls of Residence) may operate, which is the decision preparation body of the Senate in connection with the Halls of Residence.

(2) The chairman of the Halls of Residence Council shall be the director of the campus with the highest total number of available places.47

(3)48 The voting members of the Halls of Residence Council are:

a) the director of the Közgáz Campus;
b) the director of the Székesfehérvár Campus;
c) the halls of residence coordinator;
d) the administrators in charge of the halls of residence buildings;49
e) the secretaries of Halls of Residence Committees and one representative from each college for advanced studies;
f) the Halls of Residence referee of the University Students’ Government;50
g) the representative of the Chancellor’s Office;
h) the delegated programme officials of educational programmes abroad and also scholarship programmes exceeding 50 persons living in the Halls of Residence, 1 public-sector employee per programme 51

47 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
(4) The secretary of the Halls of Residence Council is the halls of residence coordinator working under the direction of the campus director who acts as the chairman. 52

(5) The tasks of the secretary of the Halls of Residence Council shall be as follows:

a) He convenes the Halls of Residence Council after being authorised to do so by the chairman of the Council.

b) He draws up a summary report and a memorandum of the meetings of the Halls of Residence Council, and has them certified by two participants.

c) He ensures that the resolutions of the Halls of Residence Council are prepared according to the rules and that they are published appropriately and sent to the members of the Council.

(6) The tasks of the Halls of Residence Council shall be as follows:

b) preparation of decisions related to the social tasks of halls of residence;

c) making proposals on plans relating to the accommodation of the University’s students;

c) 53

d) assistance and control in connection with the preparation and commenting on the regulations and house rules of the buildings falling within the scope of this regulation; 54

g) making proposals on the allocation and use of the annual amount of the housing allowance;

h) commenting on the University’s rules applicable to the operation of halls of residence and the submission of such opinions to the Senate; 55

i) expressing his opinion on all issues relating to the halls of residence that are submitted to the Senate for decision-making. 56

Section 10

(1) The Halls of Residence Council meets as and when necessary but at least once every six months. The meetings of the Halls of Residence Council are open to the public. The chairman and the secretary may invite anybody whose participation in the discussion of an item on the agenda they deem necessary.

(2) The Halls of Residence Council has quorum if at least fifty per cent of its voting members are present.

(3) The Halls of Residence Council makes its decisions by a simple majority vote. In case of a tie vote, the chairman’s vote shall be decisive. A secret ballot must be held regarding personal issues or if the majority of the voting members present at the meeting propose it.

(4) The meetings of the Halls of Residence Council are convened and chaired by the chairman of the Council. The convening of a meeting must be initiated at least five business days in advance, in such a

52 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
56 Incorporated by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
manner that the secretary of the Halls of Residence Council sends an invitation to the voting members via e-mail. Extraordinary meetings may also be held, and such meetings will be convened within five business days.57

III. Interest representation of the residents of a hall of residence

Section 1158

The residents’ meeting of a hall of residence

(1) The main purpose and function of the self-government of halls of residence are the representation of the interests of residents and the organisation of the cultural and community life of halls of residence.

(2) The supreme decision-making body of the hall of residence self-government is the residents’ meeting of the building concerned.

(3) There are Halls of Residence Committees operating in all halls of residence, elected by the residents’ meeting (with max. 5 members).

(4) The duties and powers of the Residents’ Meeting are as follows:

b) In respect of the building, it shall adopt:

- the Halls of Residence Committee’s rules of procedure
- the budget plan for using the income generated from the cultural contributions paid by the students who live in the building
- may make a proposal regarding questions related to other operations, or Halls of Residence operations
- it comments on special supplementations of the house rules regarding the building concerned.

d) It elects the members of the Halls of Residence Committee.

e) Claims a report from the members of the Halls of Residence Committee. in each semester on the execution of the budgetary plan concerning the utilization of income derived from the cultural contribution

57 Amended by: SZ-143/2015/2016. (2016 18. 05.) of the Senate.
Section 12

The Halls of Residence Committee of a building

(1) Between the residents' meetings, the Halls of Residence Committee performs the representation of interests of the residents on the basis of delegated powers. The Residence Committee shall report its work via the Neptun UNIPOLL to the Residents' Meeting and the administrator in charge of the building.

(2) Only residents of the given dormitory building may become members of the Dormitory Committee who are not subject to a condemnatory disciplinary decision. The appointment of the elected members (max. 5 persons per building) shall be valid for the period during which they are accommodated in the hall of residence. The rules of their election and revocation are contained in the Halls of Residence Committee's rules.

(3) The Halls of Residence Committee is directed by the secretary. The Halls of Residence Committee elects its secretary from among its own members. The detailed rules for election must be specified in the Halls of Residence Committee's rules.

(4) The administrator in charge of the building and the senior assistants are invited to all meetings of the Halls of Residence Committee. The Halls of Residence Committee's rules dispose of other official or elected members.

(5) The meetings of the Halls of Residence Committee are convened by the secretary of the Committee as and when necessary, but at least on a bi-monthly basis. The administrators in charge of the building and the senior assistants of the building are also invited to the meetings.

(6) The general rules of operation of the Halls of Residence Committee are as follows:

a) the presence of at least 3 members is required for quorum in case the Halls of Residence Committee has 4 or 5 members, and at least 2 members in case of Halls of Residence Committee with 3 members;

b) those who are present make their resolutions by a simple majority vote;

c) in personal issues, the Halls of Residence Committee makes its decision by a secret ballot, by a two-thirds majority vote. The Halls of Residence Committee will hold a secret ballot regarding other matters if 50% of the members who are present support such ballot upon the proposal of a member.

61 Amended by: SZ-143/2015/2016. (2016. 05. 18.) of the Senate.
(7) The Halls of Residence Committee establishes its rules. The rules are approved by the Residents’ meeting of a hall of residence of the building concerned. The rules shall be publicised on the website of the hall of residence of the building concerned within 5 working days of its adoption.

(8) Regarding programmes and procurements organised against the cultural contribution budget of the building concerned it shall prepare the budget, which is commented on by the Residents’ Meeting and approved by the Chancellor with the consent of the campus director.

(9) Minutes must always be taken of the meetings of the Halls of Residence Committee. The minutes shall contain the names of those present, the resolutions made at the meeting along with the relevant percentages of the votes and other information relating to the meeting.\(^{62}\)

(10) The tasks and powers of the Halls of Residence Committee in respect of the building concerned are as follows:

a) it makes a proposal for the order and time of using community spaces, in agreement with the campus director;
b) it prepares the material to be submitted to the Residents’ Meeting for voting, and executes their decisions;
c) it works up and submits the budgetary plan for cultural programmes organised against the cultural contribution to the Residents’ Meeting and the campus director.
d) it prepares the administration of procurements under the surveillance of the competent senior assistant, and sends the documentation required for the preliminary funds inspection to the administrator in charge of the building.
e) it supports the work of those working in the hall of residence in that it enforces adherence to the Organisational and Operational Rules, the House Rules and other orders and regulations;\(^{63}\)
f) he may initiate a disciplinary procedure against students living in the halls of residence if they breach the house rules or a legal provision, in accordance with the procedural rules of the University’s disciplinary regulation;
g) he plans, organises and monitors the academic, community, cultural and sports activities performed in the building;
h) The members fulfil the task of level administrators

Tasks of level administrators:

i. the members of the Halls of Residence Committee shall fulfil their level administrator tasks from the first inaugurating session until revocation,
ii. they may select the level, on which they fulfil their level administrator duties
iii. the level administrator liaises with the residents living on the level concerned by means defined by him, and maintains this contact
iv. he supports residents in forwarding their requests to the administrator in charge of the building or the Halls of Residence Committee
v. he strives to comply with the House Rules on the level concerned, and in case of offence, or abuse he immediately reports it to the administrator in charge of the building and the senior assistants.
i) it makes proposals for the general and specific tasks of senior assistants;

\(^{62}\) Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.

\(^{63}\) Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
j) It initiates, plans, organises and conducts the events held at the hall of residence, with the approval of the campus director;
k) it comments on the development plan of the hall of residence;  
l) it submits a report to the residents’ meeting on its operation at least once in every six months;  
m) it exercises advisory powers in connection with the appointment of senior assistants.

(11) Further regulations regarding the operations and competence of the Halls of Residence Committee are contained in the rules specified in paragraph (7).

(12) Should the Halls of Residence Committee not be founded or is terminated in a building due to any reason, the rights of the Halls of Residence Committee shall be exercised by the Halls of Residence Committee referee.

IV. Special rules for the places available in the halls of residence and for the use of such places

Section 13

(1) The purpose of halls of residence places available to higher education institutions is to accommodate students specified in Acts, decrees and the regulations of the University and the halls of residence during term-time and the examination periods, as well as outside such periods, in periods during which academic requirements included in the qualification requirements and the curricula are being fulfilled.

(2) Halls of residence places covered by the scope of Annex III/2.5/e of the Regulation on Student Fees and Benefits (Uniform Rules of Procedure for Admissions to the Halls of Residence of Corvinus University of Budapest):

<table>
<thead>
<tr>
<th>Name of hall of residence/rental property</th>
<th>Number of places</th>
<th>Colleges for advanced studies and other available places</th>
<th>Total number of places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarkaréti Campus</td>
<td>235</td>
<td>60 (IOK) 110 (SH)</td>
<td>405</td>
</tr>
<tr>
<td>Kinizsi Campus</td>
<td>242</td>
<td>50 (EVK)</td>
<td>402</td>
</tr>
</tbody>
</table>

64 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
65 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
II.III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence - 19 -

<table>
<thead>
<tr>
<th>Campus</th>
<th>Available Places</th>
<th>Available Service Apartments</th>
<th>Available Dormitory Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Földes Ferenc Campus</td>
<td>95</td>
<td>35 (TEK) + 15 (FAKT) + 15 (GYDSZ) + 120 (ISP)*</td>
<td>280</td>
</tr>
<tr>
<td>Rajk László College for advanced studies</td>
<td>0</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Székesfehérvár Campus Dormitory</td>
<td>40</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>612</strong></td>
<td><strong>615</strong></td>
<td><strong>1227</strong></td>
</tr>
</tbody>
</table>

* Annex III/2.5/e of the Regulation on Student Fees and Benefits (Uniform Rules of Procedure for Admissions to the Halls of Residence of Corvinus University of Budapest) shall be applicable to filling any available places that have not been used by the ISP.

(3) The rooms of the halls of residence used for community and maintenance purposes do not fall within the scope of the rules of the uniform admissions procedure. The following rooms serving housing purposes shall also not fall within the scope of the rules of the uniform admissions procedure:

a) Kinizsi Campus: Rectors’ apartments (R1, R2, R3, R4, R5), service apartments (FB/1, LB/8); ground floor service accommodations (LB/1–3, LB/6–7; FB/2–3), first floor service accommodations (F113, L111, L113, L711), EVK library, study room, lecture hall (L211, L311, L312);

b) Tarkaréti Campus: ground floor service flats (apartment 1–4), ground floor service accommodations (FSZ 1, FSZ 2) teachers’ rooms (120, 220, 320, 420, 520);

c) Földes Ferenc Campus: 17 reserved places for the dormitory staff and helpers.

d) In the case of the Halls of Residence of the Székesfehérvár Campus, 10 places shown in the column entitled ‘other available places’ in paragraph (2) of this section (out of which 2 places are in technically accessible rooms); (Primarily, but not exclusively for accommodating lecturers/employees/senior assistants, for appeals against the admissions procedure, and available rooms reserved for sales purposes.), and also A202 and A208 guest rooms with altogether 2×4 places.

e) The terms and conditions of renting such rooms and the utilisation of the places during the summer months are provided for in a separate ‘Tenancy Contract’ sample, which is available in the Contract Repository of the University and/or through the Public Procurement and Legal Directorate. The amount of the rent is determined by the director of the campus in question, with the proviso that it cannot be lower than the overhead costs per one place, calculated in respect of the building concerned. The utilization of remaining dormitory places during the summer and

---

72 Amended by: SZ-143/2015/2016. (2016 18. 05.) of the Senate.
following the admission procedure for the halls of residence belongs to the competence of the campus director.

(4) Any places available to colleges for advanced studies that have not been filled may be filled by admitting students who are not members of the college for advanced studies, during the appeal procedure against the admissions procedure.  

(5) Accommodation in the Halls of Residence may be secured via application. The application may be submitted in Neptun. Foreign students may apply on the online application platform published on the university’s website.

(6) The rules of application and allocation are specified by the Uniform Rules of Procedure for Admissions to the Halls of Residence of Corvinus University of Budapest (Annex HTJSZ (Regulation on Student Fees) III/2.5/e.). When commenting on an application, the following criteria must be taken into account among other things:

f) The following circumstances of the student:
   g) a) his social circumstances, including the distance of his permanent address from the administrative boundaries of Budapest and Székesfehérvár;
   h) b) his academic performance;
   i) c) the work performed by him for the student community.

(7) his exemption from the payment of the halls of residence fees (with the exception of visitor receiving fee), having regard to the work performed by him in the hall of residence or to his social circumstances. (A student may be exempted based on his social circumstances if he is disadvantaged, an orphan, has dependent family members or if he was under guardianship which terminated because he came of age.) Exemption can be granted on the basis of application, the detailed rules of which are specified in Annex III/2.5/e of the Regulation on Student Fees.

(8) In addition to the above, pursuant to paragraph (6) of Chapter III of Annex III/2.5/e of the Regulation on Student Fees and Benefits, it must also be taken into account if the student must be given priority because the relevant conditions specified in the Higher Education Act exist.

73 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
74 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
77 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
79 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
Section 1480 81

(1) The resident status of the student in the Halls of Residence is established simultaneously to submitting the Request to move in to the Halls of Residence.

(2) The Halls of Residence provides additional services. All service is considered as additional service, which arises beyond basic services. Calculation of the additional service fee paid by state-subsidised students / students with state scholarship: Per capita cost price reduced by the combined amount of the Halls of Residence norm and the Halls of Residence fee (such services are for example: lift and fire alarm operation, maintenance, daily general maintenance, garbage removal etc.) The fee specified for additional services is paid by state-subsidised students / students with state scholarship via Neptun, except, if the accommodation amount paid in the framework of inter-state scholarship programme covers the self-financed fee.

(3) The date and time as well as the detailed rules of moving in and out from the Campus must be laid down in the Halls of Residence Move in request, and the detailed rules of moving in in the so-called moving-in letters. Further, in the moving-in letters the exact conditions and method of accommodation cancellation shall also be specified. The administrators in charge of the building must publish the information material relating to the schedule of the semester concerned on the communication interfaces of the relevant Campus buildings and send by electronic mail to those admitted to the Halls of Residence.

(4) Halls of residence fees can be found in Annex 5/c of the University’s Regulation on Student Fees and Benefits.

Section 1582

(1) After the final results of the halls of residence admissions procedure have been announced, the remaining places shall be filled from the waiting list.

(2) If there are any free places available after the waiting list has been exhausted, the administrator in charge of the building may make a decision on their use with the approval of the campus director.

(3) Priority shall be given when filling free places and also during summer use to

   a) students engaged in the duel education of the Corvinus University of Budapest;
   b) former students of Corvinus University of Budapest who have a student status at the university but are registered for a passive semester;
   c) former students of Corvinus University of Budapest who received their pre-degree certificate and are preparing for their final examination or writing their dissertation;

d) students who have an active student status at another higher education institution, with which the University has entered into a cooperation and/or tenancy agreement regarding halls of residence places. 

VI. The rights and obligations of students living in halls of residence; disciplinary and compensation rules

Section 16

(1) The resident shall be entitled to:

a) use the services and the academic, professional, scientific, cultural, entertainment and sporting opportunities provided by the hall of residence;
b) attend events organised in the hall of residence;
c) have undisturbed access to the place allocated to him and the community areas, complying with the house rules of the hall of residence;
d) attend the residents' meeting of the building concerned as a voting member;
e) submit his written questions – either personal or relating to the community – in connection with the hall of residence or his status as a resident to the competent bodies and executive officers of the hall of residence as well as to the Students’ Union;
f) receive a reply to his requests and to any comments he has made within 30 days;
g) exercise all other rights granted to him in the Organisational and Operational Rules of the building concerned;
h) create the circumstances that best ensure the ideal conditions of studying and relaxation for him and his fellow residents, as far as possible within the framework of the Organisational and Operational Rules, the House Rules and the applicable Fire Prevention and Safety Rules of the building concerned;
i) to receive a visitor in his room (up to 3 persons, beyond that only with permission) between 6 am and 11 pm, based on a prior notice, without the need to pay any fees. If a visitor leaves or arrives between 11 pm and 6 am (during the night period), the resident must pay a visitor fee according to the Organisational and Operational Rules and the House Rules of the Halls of Residence. The resident may not disturb his fellow residents by receiving visitors.

(2) The resident shall:

a) comply with the regulations of the University, in particular the organisational and operational rules, the house rules and the other regulations of the hall of residence, as well as the resolutions of the residents’ meeting;
b) maintain the reputation of the University and the hall of residence;
c) use properly and preserve all devices and equipment entrusted to him (he will have full financial liability for such equipment);
d) keep his room clean and tidy,
e) in connection with item i) of Section (1) pay the fees specified in Annexes III.2.5/ca and a 5/cb of the Regulation on Student Fees and Benefits for using basic and additional services.

---

83 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
85 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
88 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
II.III.2.5. Organisational and Operational Rules of the Halls of Residence of
Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence
4 June 2019

f) reports any changes of the student status to the administrator in charge of the building concerned
g) fulfils all obligations regarding administration on moving in and out
   a. Moving in to the Halls of Residence is only possible by submitting the Move in request (in Neptun) in the time listed in that.
   b. The Move in request may contain several moving intervals. Moving in outside of these intervals is only possible after pre-agreement during working hours.
   c. Moving out from the Halls of Residence is only possible by submitting the Move out request (in Neptun) in the time listed in that.
   d. The Move out request may contain several moving intervals. Moving out outside of these intervals is only possible after pre-agreement during working hours.
   e. The Move in request is subject to the payment of a fee (downpayment). Upon the assessment of the Move out request the paid fee is returned to the student in full, if he/she entirely fulfils his/her registration obligation regarding moving out by the deadline, returns his/her access card to the Halls of Residence, transfers his/her room in a clean, orderly and damage-free condition, and settles all debts for the Halls of Residence.
   f) participates in Residents’ Meetings (via the Neptun Unipoll system).

(3) In case of committing disciplinary offence, based on the contents of the Students’ Disciplinary and Compensation Regulations, proceedings should be initiated against the resident if the disciplinary offence severely and/or repeatedly violates the regulations of the Halls of Residence Agreement, the Organisational and Operational Rules or the House Rules accepted and acknowledged by the resident upon submission of the Move in request, the Halls of Residence Agreement of the dormitory resident might be unilaterally terminated by the Campus Director.

(4) If the resident causes damage unlawfully, the provisions of the Students’ Disciplinary and Compensation Regulations shall be followed.

(5) If the resident has an active student status with a higher education institution other than the University, and his accommodation is not provided by a college for advanced studies, the provisions of the residency agreement shall be applied in the cases specified in paragraphs (3) and (4) of this §. The agreement is available in the University’s Contract Repository. 89

(6) If the resident has an active student status with a higher education institution other than the University, and his accommodation is provided by a college for advanced studies, then the provisions of the agreement concluded by the University and the college for advanced studies for the provision of places in halls of residence shall be applied in the cases specified in paragraphs (3) and (4) of this section.90

(7) If the resident has no active student status with any higher education institution, the provisions of the Tenancy Contract applicable to the place concerned shall be applied in the cases specified in paragraphs (3) and (4) of this §. 91

89 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
90 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
91 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
(8) The house rules of the Halls of Residence contained a punitive scoring system, which is meant to sanction incidents violating the College Boarding Agreement and/or the house rules. Based on the scoring system the Campus Director may unilaterally terminate the College Boarding Agreement of the resident student.

VII. Colleges for advanced studies

Section 17

(1) The purpose of a college for advanced studies is to provide high-level and high-quality training by developing its own professional programme, thereby supporting the talent management and participation in public life of students with outstanding abilities, the provision of the material and personal conditions of preparing such students for the tasks to be performed by them as intellectuals, and to educate intellectuals who are sensitive to social issues and have high standards in their professions. The college for advanced studies is based on the principle of self-government and the activities initiated by its students. The members of the college for advanced studies make decisions in particular on the following (within the framework determined by the University’s regulations): the creation and termination of membership in the college for advanced studies, the adoption of the organisational and operational rules of the independent college for advanced studies, the professional programme of the college for advanced studies and the requirements of related professional achievements.

(2) The activities of colleges for advanced studies are focused on high-level professional activities. In addition to specific professional and community activities, their training programmes also include education to turn the students into intellectuals who are sensitive to social problems.

(3) Communication between the University and the college for advanced studies shall be the responsibility of the person representing the college for advanced studies.

(4) Regarding students who are not the students of the University, the colleges for advanced studies and their background institutions agree to collect the halls of residence fees specified in Annexes III.2 5/ca and 5/cb of the Regulation on Student Fees and Benefits by the appropriate deadline, depending on the financing classification of such students, based on agreements concluded with the University. The applicable sample agreement can be found in the University’s contract repository.

---

93 Amended by: SZ-143/2015/2016. (2016. 18. 05.) of the Senate.
(5) All regulations concerning other colleges for advanced studies are contained in Annex III/2.5./e of HTJSZ (Regulation on Student Fees) and the house rules of the Halls of Residence.

**VIII. Miscellaneous and closing provisions**

**Section 18**

(1) The Senate adopted this Regulation at its meeting held on 15 June 2015. This regulation shall enter into force on the day following its adoption, and concurrently with this all previous regulations issued on the same subject-matter shall be superseded.

(2) This Policy was amended by the Senate at its meeting of 18 May 2016. The amendments enter into force on the day following the session.

(3) This Policy was amended by the Senate at its meeting of 30 May 2017. The amendments enter into force on the day following their adoption.

(4) This Policy was amended by the Senate at its meeting of 27 June 2017. The amendments enter into force on the day following their adoption.

(5) This Policy was amended by the Senate by means of written voting at its meeting of 25 May 2018. The amendments enter into force on the day of the Senate’s corresponding positive decision (25 May 2015).

(6) This Policy was amended by the Senate at its meeting of 18 December 2018. The amendments enter into force on the day following their adoption.

(7) This Policy was amended by the Senate at its meeting of 04 June 2019. The amendments enter into force on the day following their adoption.

Dr. András Lánczi  
Rector

Dr. Lívia Pavlik  
Chancellor
In witness whereof:

Dr. Marica Sárközi-Kerezsi
Secretary of the Senate
Annex 1

Halls of Residence of Corvinus University of Budapest

Halls of residence and colleges for advanced studies attached to the Közgáz Campus

Tarkaréti College
1106 Budapest
Tarkarét utca 6.

Földes Ferenc College
1092 Budapest
Ráday u. 43–45.

Kinizsi College
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 Theories
1092 Budapest
Ráday u. 43–45.

Heller Farkas College for Advanced Studies
1093 Budapest
Fővám tér 8. Ground floor 22.

EVK College for Advanced Studies
1092 Budapest
Kinizsi u. 2–6.

College for Advanced Studies for the Society of Young Autonomous Economists
1093 Budapest
Fővám tér 8. Fsz. 10.

Practical Diplomacy College
1093 Budapest
Fővám tér 8.

Halls of residence and colleges for advanced studies attached to the Székesfehérvár Campus

Székesfehérvár Campus Halls of Residence
8000 Székesfehérvár Budai u. 43.
8483/6 Land reg.nr.
Annex 2

II.III.2.5. Organisational and Operational Rules of the Halls of Residence of Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

4 June 2019

Annex 3


- 30 -
II.III.2.5. Organisational and Operational Rules of the Halls of Residence of
Corvinus University of Budapest and the Colleges for Advanced Studies Operating in the Halls of Residence

4 June 2019

Annex 4

Annex 5