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 – in agreement with the BCE Students' Union – adopted the organisational and operational rules of the halls of residence and the colleges for advanced studies operating in the halls of residence, in its resolution No. SZ-107.a/2014/2015 (15 June 2015).

Concurrently with this, the previous regulation issued on the same subject-matter was superseded.

Amended by the following resolution of the Senate:
Resolution No. SZ-143/2015/2016. (18 May 2016)
Resolution No. SZ-137.a/2016/2017. (27 June 2017)
Preamble

Based on the authorisation included in Section 12(3)(eb) of Act CCIV of 2011 on National Higher Education, on Government Decree 51/2007 (III. 26) on the benefits payable to students in higher education and certain fees payable by the students, Government Decree 87/2015. (IV. 9) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter: the Decrees) and the Organisational and Operational Rules of the University, in agreement with the Students’ Union, the Senate of Corvinus University of Budapest (hereinafter: the University) establishes the Organisational and Operational Rules of the Halls of Residence and the Colleges for Advanced Studies Operating in the Halls of Residence (hereinafter: Halls Rules) as follows:

I General provisions and the scope of the Halls Rules

§ 1

(1) It is the basic 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.
§ 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, in accordance with each other, based on a separate agreement, pursuant to Chapter VII of these Halls Rules.¹

§ 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.²

II The management of the halls of residence

§ 4

Officials and organisations in halls of residence

¹ Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
² Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
(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 hall of residence to supervise and manage the administrative processes involving the residents of the hall of residence in question.

(3/A) An operating coordinator may be appointed in the buildings of the hall of residence 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.

(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). (The maximum number of such persons is 1 person for every 100 persons living in the hall of residence, with the exception of the number of foreign students on senior helpers, which is determined every room sleeps and separately per academic year.)

(4/A) Neptun officers may be appointed to assist the work of the coordinator of the hall of residence and the building administrators. Their duties are to supervise and control of the records and data kept in the NEPTUN study and records system related to the operation of the halls of residence and to support the processes related to the records.

(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: the Halls of Residence 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.

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3 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
7 Implemented by: SZ-125/2016/2017. (2017. V. 30.) resolution number Effective: from 31 May 2017
8 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
(6) The supreme decision-making body representing the interests of those living in the halls of residence is the residents’ meeting.  

(7) Between the residents’ meetings, the Halls of Residence Committee is the administrative and executive self-government body of the different halls of residence. The operation of the Halls of Residence Committee of each building is regulated by the organisational and operational rules of the building concerned. The head of the Halls of Residence Committee is its secretary. 

(8) The scoring and aggregation of students’ hall of residence applications are managed and controlled by the University’s Committee for Halls of Residence. In addition, 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 members of the University’s Committee for Halls of Residence are the secretaries of the Halls of Residence Committees, and its chairman is the halls of residence official specified in the statutes of the Students' Union. 

§ 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 organisational and operational rules and the house rules of the buildings, and submits the same to the Chancellor for approval; 

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

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.
§ 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 oversees 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 ensures adherence to the property protection, fire prevention and occupational health and safety rules.

h) In the case of operation by external contractors, he maintains relations with the operator, based on the contract concluded with such operator.

i) He acts as a deputy for the campus director 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.

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

(2) 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.

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13 Incorporated by: Resolution No. SZ-143/2015/2016 (18.05.2016)

14 Incorporated by: Resolution No. SZ-143/2015/2016 (18.05.2016)
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.

(3) His 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) He comments on the organisational and operational rules and the house rules applicable to the buildings.

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

§ 6/A

Operating coordinator

(1) acting under the direction of the campus director and in cooperation with the building administrators and the senior assistants, performs the coordination tasks relating to the operation of the building of the hall of residence concerned, in particular, the following:

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

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

c) He substitutes the building administrator in relation to the duties and powers specified by him/her.

(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 halls of residence coordinator.

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

c) He/she may initiate a disciplinary procedure against the students living in the hall of residence in case of a breach of the house rules or a legal provision in accordance with the procedural rules of the University’s disciplinary regulation.

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

e) He/she comments on the organisational and operational rules and the house rules applicable to the buildings.

§ 7

Administrators in charge of a building

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

a) He performs the administrative tasks relating to the operation of the building.

b) He is invited to and attends all meetings of the Halls of Residence Committee and all Residents’ Meetings 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 residents’ accommodation agreements, financial, operational and other records of the building are always up-to-date.\textsuperscript{17, 18}

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

f) He manages and controls the income of the building in the NEPTUN academic and records system, with special regard to the halls of residence fees and the additional service fees.\textsuperscript{19}

g) He acts as a cashier and inventory keeper in respect of the building.

h) 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.

i) He liaises with the companies with which the hall of residence has a rental contract.

j) He coordinates and checks the work of the senior assistants working in the building.

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

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

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

(4) 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.

(5)\textsuperscript{20} The administrator in charge of a hall of residence will be entitled to accommodation in the building concerned, in the context of and related to his job function free of charge.

\begin{center}
\textbf{§ 8}
\end{center}

\textit{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.
(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.

(6) The Halls of Residence Committee 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) Unless provided otherwise by the organisational and operational rules of the building, he is invited to and attends all meetings of the Halls of Residence Committee and all Residents’ Meetings.
- 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.
- d) He helps with the inclusion of residents and in finding solutions to their problems.
- e) He assists in organising events in the hall of residence and in providing supervision at such events.
- f) He actively participates in the arrangement of moving in and out from the hall of residence.
- g) He shall be on duty based on a schedule specified in advance, as part of the 24-hour duty service provided in the building.
- h) He reports to the campus director about the performance of his tasks.
- 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 comment on the work of the partners involved in the operation of the building and taken part in the monitoring thereof.\(^{21}\)
- 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.\(^{22}\)

(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.

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\(^{21}\) Implemented by: SZ-125/2016/2017. (2017. V. 30.) resolution number Effective: from 31 May 2017

\(^{22}\) Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
c) He shall be responsible for compliance with the fire prevention, accident prevention and occupational health and safety measures and regulations.

§ 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, the University maintains a Council for Halls of Residence (hereinafter: Halls of Residence Council) as part of the University’s self-government. The Halls of Residence Council is the body that prepares the decisions relating to the halls of residence for the Senate.

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

(3) 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 hall of residence buildings;
   e) the secretaries of Halls of Residence Committees and one representative from each college for advanced studies;
   f) the halls of residence official of the University's Committee for Halls of Residence, representing the Students' Union;
   g) the representative of the Chancellor’s Office;

(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.

(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;

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23 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
24 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
25 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
e) making proposals to the Students' Union on the amounts of the fees payable for the basic services available in halls of residence and for the fees payable for additional services available in halls of residence;
f) assistance and control in connection with the preparation of the regulations and house rules of the buildings falling within the scope of this regulation;
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;26
i) expressing its opinion on all issues relating to the halls of residence that are submitted to the Senate for decision-making.27

§ 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 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.28

III Interest representation of the residents of a hall of residence

§ 11

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. The detailed rules of the operation, tasks and powers of the residents' meeting must be laid down in the Organisational and Operational Rules of the building concerned.

(3) There are Halls of Residence Committees operating in all halls of residence, elected by the residents' meeting.

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

   a) it determines the order and time of using community spaces, with the approval of the campus director.

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

      - the Organisational and Operational Rules
      - the House Rules
      - 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
      - other orders and regulations,

      and it shall submit the above to the campus director for approval.

   c) Based on the proposal of the Halls of Residence Committee, it determines the academic, community, cultural and sports activities taking place at the hall of residence in the semester concerned.

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

   e) It holds the members of the Halls of Residence Committee to account every six months.

§ 12

The Halls of Residence Committee of a building

(1) Between the residents' meetings, the Halls of Residence Committee performs the tasks detailed in the Organisational and Operational Rules of the hall of residence, on the basis of delegated powers. It shall be responsible for its work to the residents' meeting.
(2) Only residents of the building concerned may be the members of the Halls of Residence Committee who are not subject to a condemnatory disciplinary decision. The appointment of the elected members shall be valid for the period during which they are accommodated in the hall of residence. The rules of their election and dismissal as well as the rules of procedure of the Halls of Residence Committee are included in the Halls Rules of the building concerned.

(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 Rules of the building concerned.

(4) The senior assistants are invited to all meetings of the Halls of Residence Committee, and they may attend in an advisory capacity. The rules applicable to other officials or elected members are laid down in the organisational and operational rules of the building concerned.

(5) The meetings of the Halls of Residence Committee are convened by the secretary of the Committee as and when necessary, but at least monthly. 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) two thirds of the members must be present for the Committee to have quorum;
   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.

(7) The Halls of Residence Committee adopts its own rules of procedure and its own budget from the cultural appropriation of the building concerned, which are commented on by the residents’ meeting/general meeting, and approved by the Chancellor in agreement with the campus director.

(8) Minutes must always be taken of the meetings of the Halls of Residence Committee. The minutes shall contain the number of those present, the resolutions made at the meeting along with the relevant percentages of the votes and other information relating to the meeting.

(9) 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 and conducts the residents’ meeting and implements its resolutions;
c) it prepares the draft version of the regulations of the building and submits the same to the residents’ meeting;
d) 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;
e) it 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;
f) it plans, organises and monitors the academic, community, cultural and sports activities performed in the building;
g) it makes proposals for the general and specific tasks of senior assistants;
h) it initiates, plans, organises and conducts the events held at the hall of residence, with the approval of the campus director;
i) it comments on the development plan of the hall of residence;
j) it submits a report to the residents’ meeting on its operation at least once in every six months;
k) it makes proposals to the residents’ meeting for the house rules of the halls of residence;
l) it exercises advisory powers in connection with the appointment of senior assistants.

(10) The further provisions on the operation and powers of the Halls of Residence Committee and the rules of residents’ meetings can be found in the Organisational and Operational Rules of the halls of residence.

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

§ 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):

32 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
33 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
34 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
35 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
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

27 June 2017

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* 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.

** Valid only for the 2017/2018 academic year. After the 2017/2018 academic year, the figures of the 2016/2017 academic year must be guaranteed.

(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 Kollégium: rector’s apartments (R1, R2, R3, R4, R5), flats available to employees (FB/1, LB/8); sick-rooms (LB/1-7; FB/2-4), guest rooms (F113, L113);

b) Tarkaréti Kollégium: caretaker’s flat on the ground floor, director’s flat on the ground floor, flat for guests on the ground floor, rooms for halls of residence teachers (120, 220, 320, 420, 520);

c) Földes Ferenc Kollégium: 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); (Primarily, but not exclusively for accommodating lecturers/employees/senior assistants, for appeals against the admissions procedure, and available rooms reserved for sales purposes.)

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. 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.38

38 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
(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) Places in the halls of residence are allocated on the basis of application, and applications can be submitted through the NEPTUN academic and records system.  

(6) The rules of application and allocation are specified by 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). When assessing an application, the following criteria must be taken into account among other things:

The following circumstances of the student:

a) his social circumstances, including the distance of his permanent address from the administrative boundaries of Budapest;

b) his academic performance;

c) the work performed by him for the student community.

(7) his exemption from the payment of the halls of residence fees, 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 and Benefits.

(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.

§ 14

(1) The halls of residence may provide additional services, the conditions of the use and the fees of which are provided for in the Halls Rules of the building concerned, in accordance with the applicable provisions of the Regulation on Student Fees and Benefits. The fees for additional services shall be paid by the student.

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39 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
40 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
41 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
42 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
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

(2) The date and time as well as the detailed rules of moving in and out from halls of residence must be laid down in the so-called moving-in letters. The administrators in charge of the buildings must publish the information material relating to the schedule of the semester concerned on the communication interfaces of the relevant buildings and send by electronic mail to those admitted to the hall of residence. (3) Halls of residence fees can be found in Annex 5/c of the University’s Regulation on Student Fees and Benefits.

§ 15

(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 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) The following persons must be given priority when filling the available places:

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

§ 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;

44 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
45 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
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 between 7 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 7 am (during the night period), the resident must pay a visitor fee according to the Halls Rules of the building. The resident may not disturb his fellow residents by receiving visitors.46

(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) 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 in connection with paragraph (1)(i) of § 15;47

e) attend residents’ meetings.

(3) If a resident commits a disciplinary offence, a disciplinary procedure must be initiated against him in accordance with the provisions of the Students’ Disciplinary and Compensation Regulations.

(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.48

(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 §.49

(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 §.50

46 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
47 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
48 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
49 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
50 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
VII Colleges for advanced studies

§ 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.51

VIII Miscellaneous and closing provisions

§ 18

51 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
(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) The Senate amended this Regulation at its meeting on 18 May 2016, and the amendments come into force the day after the adoption.

(3) The Senate amended this Regulation at its meeting on 30 May 2017, and the amendments come into force the day after the adoption.

(4) The Senate amended this Regulation at its meeting on 27 June 2017, and the amendments come into force the day after the adoption.

Dr. András Lánczi
Rector

Dr. Livia Pavlik
Chancellor

In witness whereof:

Dr. Marica Sárközi-Kerezsi
Secretary of the Senate

53 Implemented by: SZ-137.a/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017
Halls of Residence of Corvinus University of Budapest

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

Tarkaréti Kollégium
1106 Budapest
Tarkarét utca 6.

Földes Ferenc Kollégium
1092 Budapest
Ráday u. 43-45.

Kinizsi Kollégium
1092 Budapest
Kinizsi u. 2-6.

Rajk László Szakkollégium
1085 Budapest
Horánszky u. 18.

Széchenyi István Szakkollégium
1092 Budapest
Ráday u. 43-45.

Társadalomelméleti Kollégium
1092 Budapest
Ráday u. 43-45.

Heller Farkas Szakkollégium
1092 Budapest
Fővám tér 8. Fsz. 22.

EVK Szakkollégium
1093 Budapest
Kinizsi u. 2-6.

Fiatal Autonóm Közgazdászok Társasága Szakkollégium
1093 Budapest
Fővám tér 8. Fsz. 10.

Annex 1

Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
Amended by: SZ-137.a/2016/2017. (2017. VI. 27.) resolution number Effective: from 28 June 2017
Gyakrolati Diplomácia Szakkollégium
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.
8483/6hrs………………..
Annex 2

DORMITORY RESIDENCE AGREEMENT
(only for students with respect to the dormitory and special college spaces specified in the table in Section 13(2) of the Dormitory OOR)

entered into by and between the ................ Duormitory of Corvinus University of Budapest (hereinafter referred to as “University”) (1093 Budapest, Fővám tér 8, site:..........................) as the lender (hereinafter referred to as “Dormitory”) of the one hand and

Name: 
Birth name: Neptun code: 
Mother’s name: Name of higher education institution: 
Place and date of birth: Study programme: 
Permanent address: Grade: 
Form of financing: 
☐ State-funded/State scholarship ☐ Partial state scholarship 
☐ PhD student ☐ Fee-paying/Full tuition fee 

as the user of the Dormitory space (hereinafter referred to as “Student” (the Dormitory and the Student hereinafter collectively referred to as “Parties”) on the date below and with the following terms and conditions:

DORMITORY ACCOMMODATION

1. The Dormitory makes available to the Student one dormitory place in Room ........ of the Dormitory for the period from ...... day .......... month ...... year to ...... day ........... month ...... year.

2. The Student accepts that he may not assign his place and the relevant services to anybody else, nor may he establish a rent for the place or let anybody else move in the room without permission.
3. The use of the place includes certain free basic dormitory services specified in Government Decree 51/2007. (III. 26.) on the grants of higher education students and certain fees payable by them and Schedule 3 of Government Decree 87/2015. (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on national higher education.

4. The dates and detailed rules of moving in and out of the Dormitory are set out in the Organisational and Operational Rules of the dormitory building, which the Student has come to know and accepts as binding by signing this agreement.

FEE AND TERMS OF PAYMENT

5. In return for the provision of the dormitory place and the related basic services, the Student shall pay a fee (dormitory fee).

6. The dormitory fee payable by state-funded/state scholarship full-time students and PhD Students is ............. HUF/person/month, as specified in the University’s Student Fee and Grant Policy (“SFGP”).

7. The dormitory fee (fee) payable by partial state scholarship students, fee-paying and dull tuition fee Students is ................. HUF/person/month, as specified in the SFGP.

8. The fee is payable by the 15th day of the given month. If the 15th day of the given month is a non-working day or a holiday, the due date is the first working day thereafter.

9. a) Students with a student status with the University shall pay the fee via the NEPTUN academic and registration system. The payment due date applies to the payment of the item indicated in the NEPTUN system.

   b) Students with no student status with the University shall pay the fee against the invoice issued by the University by transfer to the bank account indicated below:

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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

Account name: Budapesti Corvinus Egyetem

Account number: 10032000 – 00282857 – 00000000

Name of financial institution managing the account: Hungarian State Treasury

Remark: <name of dormitory>, <year and month>, <payer’s name>

The dormitory fee of a student of another higher education institution is determined by the University, taking into account of the University has entered into a cooperation and/or rental agreement with the higher education institution concerned with respect to the dormitory places. In the absence of such an agreement, the dormitory fee defined in paragraph 7 is payable. If there is an agreement in place, then the dormitory fee should be determined in accordance with the conditions in paragraphs 6 and 7, respectively.

c) 61

10. If the Student fails to pay the fee on time, the following provisions apply:

a) In the case of failing to meet this deadline for the payment obligations, the administrator of the dormitory building responsible for the building promptly invites the Student in writing, sent by registered mail with notice of receipt or by means of a delivery and receipt procedure, to pay his arrears within 8 days of the receipt of the mail.

b) A Student meeting his obligation to pay the dormitory fee after the deadline for payment shall pay a default interest for the overdue amounts based on Annex III.2.2 (Tariffs) of the SFGP.

c) If the Student fails to meet his payment obligation by the above deadline, the campus director terminates the Student’s dormitory status and dissuades him from the dormitory on the 9th day.

11. In addition to providing the dormitory place and the relevant basic services, the Dormitory may provide extra services, the conditions of the use and the tariffs of which are set out in the Organisational and Operational Rules of the given dormitory building. The fees for the extra services are payable by the Student.

RIGHTS AND OBLIGATIONS OF THE STUDENT

12. The Student is entitled to use the services of the Dormitory and the academic, professional, scientific, cultural, entertainment and sporting opportunities provided by the Dormitory, as well as to participate in the events of the Dormitory;

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13. The Student is provided an undisturbed access to the place allocated to him and the community areas, observing the house rules of the Dormitory;

14. The Student is entitled to attend the residents’ meeting of the dormitory building as a member with voting rights; address the competent bodies and managers of the Dormitory and the Student Union in writing on matters concerning the Dormitory and his status as a dormitory resident, and receive a response to his application or comment within 30 days;

15. The Student is entitled to exercise the additional rights provided in the Organisational and Operational Rules of the given dormitory building, to 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 dormitory building concerned;

16. The Student may receive visitors in his room free of charge without prior notice, provided, that the visitor should leave the dormitory building no later than by 23 o’clock. In case of leaving after 23 o’clock, the dormitory resident shall pay a visitor receiving fee in accordance with the Organisational and Operational Rules of the given dormitory building. The Student may not disturb his fellow residents by receiving visitors.

17. The Student shall comply with the regulations of the University, in particular, the organisational and operational rules, the house rules and the other regulations of the dormitory, as well as the resolutions of the residents’ meeting;

18. The Student shall maintain the reputation of the University and the Dormitory and use and preserve the assets entrusted to or used by him with full financial responsibility and as intended;

19. The Student shall pay the extra services used the fee specified in Annexes III.2.5/ca and 5/cb of the SFGP, as well as attend the residents’ meetings.

20. 62

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DISCIPLINARY AND DAMAGES RULES

21. In the case of a disciplinary offence, disciplinary proceedings should be initiated against the Student as defined in the University’s Student Disciplinary and Damages Regulations. Students with no student status with the University accept the personal scope of those Regulations as binding by signing this agreement.

22. If the Student unlawfully causes damage to the University, he will be liable according to the provisions of Act CCIV of 2011 on national higher education (“HEA”) and Act V of 2013 on the Civil Code (“CC”). The Student’s liability for damages is also governed by the provisions of the University’s Student Disciplinary and Damages Regulations.

23. The Student shall bear full liability for damages for the assets he received against an inventory with the obligation to account for or return, which the Student is using or handling exclusively.

24. Neither the Dormitory nor the University accepts any financial responsibility for the disappearance or damage of objects owned by the Student, which the Student brings into, keeps or stores in the Dormitory.

25. Any official fines resulting from any violation by the Student of the fire safety and accident prevention regulations shall pay paid by the Student.

SCOPE OF THE AGREEMENT

26. The present agreement is made for the fixed term from the date of signing to ........... day ............ month ......... year.

27. If the student status of a Student who moved into the Dormitory is terminated, this agreement ceases to have effect on the 15th day of the termination of the student status and the Student shall move out by that deadline. If the Student applies for the continuation of his residence in writing within 15 days after the

termination of his student status, a separate rental agreement should be made with him and the net dormitory cost applicable to the given dormitory building should be specified as the rent for the given space.

28. During the term of the agreement, moving out of the Dormitory or terminating the agreement by the Student is permitted only on the basis of a medical certificate (e.g. a document supporting a legitimate change in the family circumstances). In other cases, the Student shall pay a 50% monthly dormitory fee on a time-proportionate basis until the end of the current semester. This shall not apply to students starting foreign partial studies.

29. Matters not covered in this agreement are governed by the regulations of Corvinus University of Budapest, the House Rules, as well as the Hungarian legislation in force from time to time.

Following perusal and understanding, the Parties sign this agreement in two (2) copies by mutually accepting the contents hereof, of which one (1) copy of the for the Dormitory and one (1) copy is for the Student.

Budapest,………………………………………

…………………………………………
…………………………………………
Director
User
Corvinus University of Budapest
………………….. Dormitory

AGREEMENT

entered into by and between

**Corvinus University of Budapest** (1093 Budapest, Fővám tér 8.)

- Mailing address: 1093 Budapest, Fővám tér 8.
- Account managing financial institution: Magyar Államkincstár Rt.
- Account number: 10032000-00282857
- Invoicing address: 1093 Budapest, Fővám tér 8.
- Tax number: 15329743-2-43
- Treasury ID: 230199
- Statistical code: 15329743803031201

(hereinafter referred to as **“BCE”**) of the first part,

and

………………………………………………………. **Special College**

(registered address: ........................................, represented by .................................)

(hereinafter referred to as **“College”**)

or foundation/association, acting as a legal entity, which assumes an obligation in favour of the College

……………………………………………………..

Registered address: ................................................

Tax number: ...................................................

Represented by ..............................................

(hereinafter, the “Background Institution”) of the second part

CUB, the College and the Background Institution hereinafter collectively, the “Contract Parties”)

enter into an agreement by signing this document as follows:

**BACKGROUND**

Pursuant to Section 8(6) of Act CCIV of 2011 on national higher education (hereinafter, the “HEA”), organisations providing accommodation to students enrolled in higher education (dormitory) may also take engage in higher education training and operate as a special college.

According to Section 54 of the HEA, the University may operate a talent support system and programmes, including special colleges either individually or in cooperation with another university.

Based on the above provisions, CUB provides for the accommodation of the members of the special colleges in the CUB dormitories in accordance with the provisions of this agreement:
1. The rules on the provision of dormitory places to special colleges and the order of admission of the special colleges are laid down in Annex III/2.5/e of the CUB Student Fee and Grant Policy, that is, the Uniform rules of procedure on admission to the dormitories of Corvinus University of Budapest.

2. Special college students with a student status with CUB shall pay the fee via the NEPTUN academic and registration system. The payment due date applies to the payment of the item indicated in the NEPTUN system.

3. The special college and its background institution undertake in this agreement to collect the dormitory fee under Annex 5/c of the SFGP on time from their members with no student status with CUB, according to their financing classification. Section III. (7) of Annex 5/e of the SFGP applies to the determination of the fee.

4. CUB gives priority to the members of the Special College with respect to the special college places. Pursuant to paragraph (12) of the Uniform admission rules of procedure, the separated headcount of the Special College is persons.

5. CUB acknowledges that the Special Colleges arrange their admission procedures in their own competence and using their own rules of procedure. The Uniform admission rules of procedure are not applied in such admission procedures, subject to compliance with the rules of procedure and deadline in paragraph III.2.5/e I. (16) of the SFGP.

6. Commitments of the Background Institution:
   6.1. The Background Institution agrees to determine the number of special college residents with no student status with CUB for the given semester in writing by the deadline defined in Annex III/2.5.e of the SFGP, also indicating their exact form of financing.
   6.2. The Background Institution shall pay the fee for the dormitory residents with no student status with CUB, at the rate defined in Clause 3 hereof, with a monthly frequency based on an itemised monthly statement and against CUB’s invoice. CUB issues an invoice, exempt from VAT due to the subject, under the title of “provision of dormitory spaces”, which is payable in 8 days.
   6.3. The Background Institution shall notify CUB of the current monthly number of non-CUB special college residents no later than the 5th day of the given month.
   6.4. In the case that the number of special college residents with no student status with CUB, as shown in the monthly notice, is lower than the headcount specified at the beginning of the semester under Clause 6.1 and the vacant places have not been occupied by special college residents with a student status with CUB, the Background Institution undertakes to pay, for the relevant month, net dormitory cost of 50% for any vacant places.
   6.5. If the Background Institution delay with payment for over 60 days and the dormitory fee is not recovered by CUB in any other way, either, CUB shall be entitled to terminate the accommodation of the special college residents with no student status with CUB either temporarily or permanently until

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the end of the given semester and reduce the headcount defined in Clause 6.1 until the end of the given semester.

6.6 The Background Institution shall bear joint and several liability for the dormitory residents it has moved in, including, in particular the liability for damages or the failure to pay the fees. It accepts that CUB will not enter into a separate residence agreement and/or rental agreement for the provision of the places with the dormitory residents the Background Institution moves in. The Background Institution is liable for paying the University any potential damage caused or unpaid dormitory fees.

7. The Background Institution shall ensure that the students of the Special College observe the written and unwritten cohabitation rules and standards applicable in the given dormitory. (III./7.1. Organisational and Operational Rules of the dormitories and the special colleges of CUB operating in dormitories, VI. Rights and obligations of dormitory residents, disciplinary and damages regulations, Section 16.2; and the Organisational and Operational Rules and House Rules of the given dormitory building). In case of a repeated violation of the rules (at least twice in a semester), CUB may terminate the dormitory accommodation of the violator either permanently or temporarily. A decision terminating the dormitory accommodation is adopted by the Dormitory Disciplinary Committee. Such a termination will reduce the special college resident headcount specified in Clause 1 hereof for the duration of the termination, but only until the end of that semester. A student with no student status with CUB, whose accommodation has been terminated, shall not move back to the dormitory during the effect of the resolution of termination.

This agreement is made for an indefinite term from ...... month 2016, with effect extending to the fees for .......... month 2016.

The Contract Parties have thoroughly perused this Agreement and sign it in approval as the true expression of their will.

Budapest, .......... 2015

For Corvinus University of Budapest
For the Special College
For the Background Institution

RENTAL AGREEMENT

(model contract for residents with no student status and/or non-dormitory places, that is a place under Section 13(3) of the Dormitory OOR)

Registration number:         EGIR number:

entered into by and between
Corvinus University of Budapest
(registered address: 1093 Budapest, Fővám tér 8., tax number: 15329743-2-43, ÁHT ID number: 230199, statistical code: 1532974854231201, institution ID: FI 43814, bank account number: Hungarian State Treasury: 10032000-00282857-00000000, department involved in the contracting: Dormitory, represented by: Dormitory)
as the lessor (hereinafter, the “Lessor”) on the one hand

Surname and first name:      Nationality;
Birth name:      Tax ID:
Mother’s (maiden) name:      Identity card number:
Place of birth, date of birth      Address card number:
Permanent address:      Name and address of employer:

Do you have a student status with a higher education institution? □ Yes □ No
Do you have a civil servant status with the Lessor? □ Yes □ No
Do you have any other relationship for work with the Lessor? □ Yes □ No

as the lessee (hereinafter, the “Lessee”) of the other hand (the Lessor and the Lessee hereinafter collectively, the "Parties" or "Contract Parties") on the place and date below, as follows:

DATA OF THE LEASED PROPERTY

1. The Contract Parties agree that the Lessor rents out and the Lessee takes on rent, in the condition inspected by and known to him, the room/place No. ........................, of type ........................, managed exclusively by the Lessor, for the fixed term from ...... day ...... month ...... year to ...... day ...... month ...... year.

2. The Lessee takes on rent the leased property specified in Clause 1 (“Leased Property”) for the purpose of accommodation.

RENT AND TERMS OF PAYMENT

3. In return for using the Leased Property specified in Clause 1, the Lessee shall pay a sum of ............... HUF/month, that is ............... Forints/month by transfer to the Lessor’s account No. 10032000-00282857-00000000 managed by the Hungarian State Treasury by the 15th day of each month. A Lessee with a civil servant status or other legal relationship for work with the Lessor who fails to pay the rent consents, by signing this contract, to the Lessor deducting the overdue rent from the remuneration or agency fee due from the Lessor to the Lessee.
4. The Contract Parties determined the amount of the rent taking into account that the letting or leasing of real properties is free from VAT under point I) of Section 86(1) of Act CXXVII of 2007 on value added tax (hereinafter, the “VAT Act”). If, due to a change in the law, the letting or leasing of real properties becomes subject to public dues, including, in particular, VAT, the Lessor shall be entitled, from the time of the change in the law, to charge the tax to the Lessee without any written amendment hereof and the Lessee shall pay the so increased rent from the time the amended law enters into force. By signing this contract, the Lessee expressly waives the right to contest before the court the rate or amount of the rent or the method of its calculation.

5. If the Lessee defaults with the payment of the rent, he shall pay, in addition to the arrears, default interest to the Lessor at the rate defined in Section 6:48(1) of the Civil Code.

6. The rent includes the utility charges, as well as the use of common premises.

**RIGHTS AND OBLIGATIONS OF THE PARTIES**

7. The Lessor warrants that the Lessee can use the Leased Property defined in Clause 1 without interference during the term specified herein.

8. The Lessee shall use the Leased Property as intended for the purpose indicated herein and ensure that the Leased Property will be used as intended.

9. The Lessee shall bear unlimited financial responsibility for any damage to the Leased Property and pay the damage caused.

10. The Lessee accepts that it receives the Leased Property for use including the furniture according to the room inventory recorded in the protocol documented with photos, and is obliged to return it in the same condition upon the termination of the use.

11. The Lessee acknowledges that he shall himself provide for the custody of his chattels (including, in particular, his values and equipment (hereinafter collectively, the “chattels”). The Lessor disclaims liability for any damage or loss of any chattels.

12. The Lessee shall observe the internal regulations and house rules drawn up in accordance with the legal regulations, as well as the relevant fire protection and other official regulations. He shall not store in the Leased Property any flammable or explosive materials or other objects prohibited by the law.

13. The Parties agree to cooperate with each other during the term of this contract in order to duly respect the interests of both the Lessor and the Lessee in the course of the contract.

14. The Lessor may inspect the use of the Leased Property after giving prior notice to the Lessee and shall refrain from unduly disturbing the Lessee.

15. The Lessee may not assign the use of the Leased Property to anybody else, transfer the lease to anybody else or sublet the Leased Property.

16. The Lessor may terminate this contract with immediate effect and claim damages if the Lessee is using the Leased Property other than as intended herein or in a way causing damage or the threat thereof to the Lessor.

17. The Lessor may exercise the right to terminate due to a breach in cases including, but not limited, to the following:
   a) The Lessee defaults with the payment of the rent despite the Lessor’s written notice over 15 days from the due date for the rent defined in or on the basis of this contract,
   b) The Lessee is using the Lease Property other than for the purpose specified in Clause 2,
   c) The Lessee sublets the Leased Property, in violation of this contract, to a third party, whether in whole or in part, or utilises it for any third party or enters into a contract with a third party for the rental right and/or the Leased Property,
   d) The Lessee is using the Leased Property other than as intended,
   e) The Lessee converts the Leased Property within the Lessor’s prior written consent,
   f) The Lessee intentionally causes damage to the Leased Property.

18. The Lessee may exercise the right to extraordinary termination with immediate effect in cases including, but not limited, to the following:
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

27 June 2017

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a) In violation of Clause 5 of this contract, the Lessee is unable to exercise the right to use the Leased Property intended and without interference due to the Lessor’s fault and/or the Lessee is actually prevented from using the Leased Property by the Lessor or any third party in the Lessor’s interest,

b) The Lessor intentionally causes damage to the Lessee.

19. In case of the extraordinary termination of this contract for a reason attributable to the Lessee, the Lessor shall be entitled to two (2) months’ rent for the mitigation of its damage.

20. The Lessee acknowledges that, in the event of the termination of the contract, he shall return the Leased Property to the Lessor including the equipment shown in the room inventory and a condition allowing proper use, and vacate the Leased Property with immediate effect. The Parties shall record the handover and takeover in minutes documented with photos.

21. In the case of the termination of the lease, the Lessee expressly waives his right to the protection of possession.

COMMUNICATION

22. Throughout the performance hereof, the Contract Parties contact each other via the persons named in this Clause. The Contract Parties may validly deliver legal declarations addressed to each other only to the contact person or any of the contact persons of the other Contract Party referred to in the present Clause. The Contract Parties shall immediately inform each other of any change concerning the contact persons. Contact persons:

For the Lessor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone:</th>
<th>Fax:</th>
<th>e-mail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(administrator in charge of the building)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For the Lessee:

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone:</th>
<th>Fax:</th>
<th>e-mail:</th>
</tr>
</thead>
</table>

23. The Contract Parties agree that any legal declaration linked to this contract shall be valid only if made in writing, further, that the present contract may be amended or terminated by mutual consent in writing only. Any notice to be given by either Party to the other (or its contact person) shall be delivered by registered mail or by registered mail with acknowledgement of receipt, fax or deliveryman. A notice shall be considered delivered:

- in the case of personal delivery or delivery by courier, at the time of receipt as proven by the signature,
- in the case of a letter posted with advice of delivery, at the time shown on the advice of delivery, or if returned marked "failed to collect" or "refused acceptance",
- in the case of a registered letter, on the 5th day after it is posted,
- in the case of a fax, at the time shown in the confirmation of the successful transmission (transmission log).

The Contract Parties may communicate on matters not affecting the essential content of this contract at the e-mail addresses provided above. The essential content of the contract includes, in particular, the provisions relating to the effect and the performance, which may not be validly communicated by e-mail. An electronic letter shall be considered delivered when the addressed contact person confirms electronically that he/she has read the mail or, failing this, on the third working day after sending (except in the case of an out-of-office notice).
MISCELLANEOUS

24. The Contract Parties exclude the application for this contract of the provision of Section 6:338(1) of Act V. of 2013 on the Civil Code (hereinafter, the “CC”), namely, that if the lessee continues to use the thing following the expiry of the lease term and the lessor does protest thereto within fifteen days, the lease contract concluded for a fixed term shall become indefinite, provided, that failing this deadline is construed as a forfeiture of the right.

25. The Lessee’s data were recorded on the basis of his identification documents and official address card presented in accordance with the identification requirements set out in Act CXXXVI of 2007 on the prevention and combating of money laundering and terrorism financing (hereinafter, the “MLA”). By signing this contract, the Lessee declares under Section 8(1) of the MLA that he is acting in his own name when entering into this lease contract.

26. The Lessee shall notify the Lessor representative any change of his data related to this contract within 5 working days of the change taking place. The change of date shall be notified in writing to be valid. The Lessee shall pay any damages incurred due to the failure or delay of notifying a change of his data.

27. The Parties agree to attempt to resolve any disputes arising in the course of the performance hereof by peaceful negotiations, failing which they address the competent court of proper jurisdiction.

28. Matters not specified in the present contract shall be governed by the regulations of Corvinus University of Budapest in force, the dormitory regulations, the house rules concerning the dormitory building, as well as the CC and the relevant provisions of Act LXXVIII of 1993 on the lease and alienation of residential and non-residential properties.

The representatives of the Contract Parties signed this contract in four (4) original copies, of which one (1) original copy is for the Lessee and three (3) original copies are for the Lessor.
Dormitory User's Agreement

(intended only for students, relating to accommodation in dormitories and specialisation halls, as specified in § 13 (2) of the Dormitory OOR)

between the Corvinus University of Budapest (hereinafter referred to as the University) ..............
Dormitory (1093 Budapest, Fővám tér 8., branch: ..........................................................) as licensor – hereinafter referred to as the Dormitory –; as the First Party, and
Name:
Name at birth: Neptun code:
Mother's name: Name of the institution of higher education:
Place/date of birth: Major:
Permanent address: Year:

Financing type:
☐ publicly financed/state scholarship:..............................................................................................
☐ state partial scholarship: ................................................................................................................
☐ other scholarship: ............................................................................................................................
☐ PhD student ☐ privately financed

as the user of dormitory accommodation - hereinafter referred to as the Student, as the Second Party – (the Dormitory and the Student together are hereinafter referred to as the Parties) on the date of signing this document, with the following conditions:

DORMITORY ACCOMMODATION

1. The Dormitory grants accommodation to the Student in room number ............ , throughout the period from .......... (day) ........(month) ......(year) to ..........(day) ........(month) ......(year).
2. The student acknowledges that his or her accommodation, and the services it includes, is not transferable, so it is not possible to lease the allocated room, nor may the student move into another room of the Dormitory without permission.

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3. The accommodation includes the free basic services specified in Governmental Decree 51/2007 (III. 26.) on the contributions to students in higher education and certain fees to be paid by them, and in Governmental Decree 87/2015 (IV. 9.) on executing certain provisions of Act CCIV/2011 on national higher education.

4. The days of moving in and out are specified in detail in the Operational and Organisational Regulations of the Dormitory, the provisions of which the Student accepts by signing this document.

FEES, PAYMENT CONDITIONS

5. The Student is obliged to pay a fee (Dormitory fee) for accommodation and the basic services it includes.

6. Publicly financed/state scholarship daytime students and PhD students must pay a Dormitory fee of HUF ....................../person/month, as specified in the Regulation of Student Fees and Benefits (HTJSZ).

7. The Dormitory fee of state partial scholarship and privately financed students is HUF ....................../person/month, as specified in the Regulation of Student Fees and Benefits.

8. The deadline for payment of the Dormitory fee is the 15th day of each month. If the 15th day of the actual month is a weekend day or a public holiday, the deadline is the first working day afterwards.

9. a) If the Student has student status with the University, he or she must pay the dormitory fee via the Neptun system. The payment deadline relates to the clearing of specific lots as indicated in Neptun.

   b) If the Student does not have student status with the University, he or she must clear an invoice made out by the University, and they should transfer the fee to the bank account number below:

   Account name: The Corvinus University of Budapest, Account number: 10032000 – 00282857 – 00000000

   Account manager: Magyar Államkincstár (Treasury of Hungary)

   Közlemény: <name of the dormitory>, <year, month>, <name of the creditor>

   c) If the Student is a member of a University specialisation hall but studies at another university, the Dormitory fee must be paid to the background institution of the specialisation hall, according to the protocol and regulations of that particular specialisation hall.

10. If the Student fails to pay the Dormitory fee by the deadline, the following provisions apply:

   a) If the Student misses the payment deadline, the administrator of the dormitory premises will immediately order the Student in writing, via registered mail or personal delivery, to clear overdue lots as indicated in the Neptun system within 8 days.

   b) If the Student does not meet the above deadline for payment, the campus manager will terminate the Student's Dormitory user status and initiate expulsion on the following day.

11. Beyond Dormitory accommodation and inclusive basic services, the Dormitory may offer extra services. Regulations and the fees for using these are set in the Operational and Organisational Regulations of the dormitory premises. The fees invoiced on extra services must be paid by the Student.
STUDENTS’ RIGHTS AND OBLIGATIONS

12. The Student is entitled to use the services of the Dormitory, and take part in the professional, scientific, academic, entertainment, sporting and other events organised by the Dormitory;
13. The Student may use the accommodation allocated to them and the common rooms, provided that the Dormitory house rules are duly kept;
14. The Student is entitled to take part in the assembly of the Dormitory premises as a voting member; write to the Dormitory authorities, managers and the Student Council to raise personal issues or issues of concern the community; and receive replies to requests and observations within 30 days.
15. The Student is entitled to exercise all the other rights granted in the Operational and Organisational Regulations of the Dormitory premises, and within the limits set in the Operational and Organisational Regulations, the house rules and the respective fire and security regulations, and they may create the conditions which best serve their academic and recreational needs, and those of fellow users.
16. With prior notice, the Student may invite visitors into the Dormitory room free of charge, provided the visitors leave the premises by 11 p.m. at the latest. Visitors who leave after 11 p.m. must pay a visitor fee according to the Operational and Organisational Regulations of the Dormitory. The Student may not disturb fellow Dormitory users by inviting visitors.
17. The Student is compelled to keep the University rules, specifically the operational and organisational regulations of the Dormitory premises, the house rules and other regulations and resolutions accepted by the Dormitory assembly.
18. The Student is obliged to take care of the reputation of the University and the Dormitory, and use the property of both for the purpose they are meant to be used, taking full responsibility.
19. The Student must pay the fees for extra services they have used, as set out in III.2.5/ca and 5/cb of HTJSZ. The Student must also attend Dormitory assemblies.
20. If the Student, as a member of a University specialisation hall, is a student of another institution of higher education, they must still accept the written and unwritten rules and norms of coexistence in the Dormitory. If the background institution of the specialisation hall defaults on its payments beyond 60 days, and the Dormitory fees are not reimbursed to the University in any other way either, the University is entitled to terminate - temporarily or permanently - the accommodation of specialisation hall members who do not have student status with the University until the end of the actual semester.

MISDEMEANOURS AND DAMAGE

21. If the Student commits a misdemeanour, disciplinary procedures will be initiated against the Student, according to the measures set in the Regulations of Students’ Misdemeanours and Damage as used by the University. By signing this document, the personal relevance of these Regulations are also acknowledged by the Student, even if he or she does not have student status with the University.
22. Causing damage is subject to the regulations of Act CCIV./2011 on national higher education, and Act V./2013 on the Civil Code. The Student’s responsibility for damage is also discussed in the Regulations of Students’ Misdemeanours and Damage.
23. Based on the room inventory, items which are provided for use by the Student must be handled responsibly, and the Student is obliged to compensate in full for any lost or damaged items.
24. If objects in the Student’s possession become lost or damaged in the Dormitory, the Dormitory and the University are not obliged to offer any compensation.
25. Official fines originating from the Student’s breaching of fire and safety regulations are to be covered entirely by the Student.
VALIDITY OF THE AGREEMENT

26. This agreement is valid for a definite period, and it is in effect from the date it is signed until .......... (day)...........(month)..........(year).
27. If the Student moves into the Dormitory, and subsequently loses student status, this agreement will lose force the day after the student status expires.
28. Until the expiration of this document, it is only acceptable to move out from the Dormitory and thus terminate the agreement if the Student holds an official excuse (e.g. medical grounds or a certificate of a significant change in family status). Otherwise, 50% of the monthly dormitory fee must be paid each month until the end of the actual semester. Students commencing their partial training abroad are exempt.
29. In matters this agreement leaves unregulated, consult the regulations of the Corvinus University of Budapest, the house rules of the Dormitory, and the current Hungarian legislation.

Having read, understood and mutually acknowledged this agreement, the Parties sign four (4) copies of the document; thereof, the Dormitory keeps three (3) copies, while the Student receives one (1) copy to preserve.

Budapest,……………………………………….

..........................................................  ..........................................................
Manager                                  User
Corvinus University of Budapest          
............................................. Dormitory