

STUDENT DORMITORY RULES

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following rules as an annex to its Organizational and Operational Rules.

Part I General Provisions

Policy scope and application

Section 1 (1) The scope of these Rules extends to the operation of all of the Pázmány Péter Catholic University's dormitories, students, and doctoral students (hereinafter jointly: student).

(2) The list of the University's dormitories and their basic data are set out in Annex 1 to these Rules.

(3) The scope of these Rules also extends to those persons not in a student relationship with Pázmány Péter Catholic University who are housed in dormitories provided by the University or are dormitory members. The rules set out for students shall be suitably applied to such persons. If the University provides lodging at a dormitory operated by the University on the basis of a separate rental or service contract (without dormitory membership), the applicable contract may lay down rules that differ from those set out in these Rules.

(4) The scope of these Rules extends to the dormitory services provided at dormitories leased by the University, with the condition that the faculty providing such dormitory services may - in complementary provisions attached to these Rules - deviate from the provisions of these Rules, excluding the unified factors for dormitory admissions, the provisions on maximum dormitory charges, the method for publishing dormitory charges, and the deadlines of such charges.

(5) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of these Rules as regards the dormitory housing of students and doctoral students.

(6) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Basic dormitory tasks

Section 2 (1) The purpose of the dormitory is to function as a social institution for students and thus allow students living in unfavorable social conditions to study.

(2) In line with its purpose, the dormitory takes part in preparing students for entering the world of white collar work.

(3) Dormitory residents are given the possibility of making their quarters more homely.

(4) The dormitory provides students with the possibility of self-training, exercising, and spending their free time usefully.

(5) The dormitory also upholds student traditions and plays a role in the formation of communities.

Part II Dormitory operations

Section 3 (1) The operation of the dormitory is managed by the Dean of the faculty offering the given dormitory service. In exercising this power, the Dean is especially entitled to:

- a) organize and conduct the dormitory admission process,

- b) conclude dormitory contracts with admitted dormitory residents,
- c) lay down the dormitory house rules,
- d) manage and supervise the regular functioning of the dormitory and adherence to the house rules.

(2) The Dean is authorized to delegate in writing the various competences in connection with the management of the dormitory, to the assistant Dean or the employee performing the function of dormitory head.

(3) The Dean shall lay down and amend the dormitory house rules after consulting with the Student's Union at the University. The dormitory house rules can be amended during the academic year, with the condition that amendments cannot curb the rights of current dormitory residents.

(4) The day to day workings of the dormitory shall be coordinated by a dormitory officer or teacher.

Basic services provided as part of the dormitory service

Section 4 (1) The dormitory service includes the provision of basic and supplementary services.

(2) The following qualify as dormitory basic services:

- a) the exclusive right to use one bed, one desk for personal use, one chair, and one wardrobe, per student in each dormitory room,
- b) the exclusive right to use one duvet and one pillow per bed,
- c) the right to use suitable bathing facilities and toilet,
- d) facilities for cooking and warming food, with at least 1 1,000 watt hot-plate per 25 persons,
- e) heating,
- f) a water supply of no more than 150 liters/person/day,
- g) a warm water supply of no more than 90 liters/person/day,
- h) washing and ironing facilities with at least one automatic washing machine with a capacity of 5 kg and at least one ironing board,
- i) a computer room with at least 15 computers with access to the internet,
- j) a study room with facilities for at least 5% of the number of residents, with at least 2 m² per person, including the use of a desk and chair,
- k) 25 liters of space in a refrigerator per person,
- l) an electricity network in each room suitable for supplying electricity to refrigerators, hair dryers, and electric appliances with outputs less than 200 watts (other than heaters),
- m) periodic cleaning of the dormitory two times a year,
- n) daily cleaning of common areas, bathing facilities, and toilets,
- o) the building's insect and pest management at least once a year,
- p) a reception service or access control system,
- q) the cooperation of a dormitory teacher.

(3) As set out in the given dormitory's house rules, additional or supplementary services in addition to the basic services may also be provided - which can be voluntarily accessed.

Part III
Dormitory membership

Enrolling for dormitory membership

Section 5 (1) Dormitory membership is established with the conclusion of the dormitory contract concluded based on valid dormitory admission.

(2) A dormitory contract can be concluded only with a person who has been admitted to the dormitory in the dormitory admission procedure held in the given academic year. Dormitory admission cannot be transferred to subsequent academic years.

(3) The conclusion of the dormitory contract is a prerequisite for moving into the dormitory. The student admitted to the dormitory shall be authorized to sign the contract personally or by way of an authorized representative. The authorization for representation shall be valid solely in writing and if

- a) it contains the name of the person authorized to submit the application, the personal details of the authorized person suitable for identification, and their signatures,
- b) it indicates the procedural issues in which the authorized person is entitled to act,
- c) it is signed by at least two witnesses.

(4) If the person admitted to the dormitory fails to conclude the contract by the deadline specified by the competent Faculty, the admission shall lapse and the admitted person shall be replaced by the next person in the admission rankings.

(5) Dormitory memberships are concluded for the fixed term of one academic year or, if the contract is concluded mid-term, until the end of the given semester.

(6) If the number of admitted students is less than the number of available places, applicants who are not University students may also be admitted to the dormitory.

Section 6 (1) The dormitory admission procedure shall be announced on the websites of the given Faculty and dormitory (if applicable) at least thirty days prior to the deadline for submitting application forms.

(2) Applications shall be submitted in writing - with the use of the provided form - to the organizational unit specified in the announcement.

(3) Documents certifying the veracity of the contents of the application form shall be attached.

(4) The submission deadline set out in the announcement is non-appealable and no application for certification may be submitted.

(5) Incomplete applications and applications submitted by other than an authorized person or his/her representative, with other than the required form, or after the non-appealable deadline shall be rejected without any substantive examination.

(6) Applicants shall be ranked according to the uniform scoring system outlined in Annex 2 to the present Rules and shall then be admitted starting from the top of the ranking until the available places are filled. If more than one applicant has the same number of points but there are not enough places, the alphabetical order of their names will be used to determine who shall be granted admission.

(7) The dormitory Admissions Committee shall decide on the ranking. The Committee's members:

- a) the dormitory officer or teacher,
- b) the teacher or employee designated by the competent Dean, and
- c) a student delegated by the University Student's Union.

(8) If the number of applicants is less than the number of available places, the ranking can be omitted.

(9) Applicants who had previously been deprived of their dormitory memberships as a disciplinary sanction may be excluded from the admission procedure.

(10) If available places still remain after the admission procedure has been closed, an additional admission procedure may be announced, in which the order in which applications are received shall determine the filling of the available places.

The rights and obligations of dormitory residents

Section 7 (1) Students housed in the dormitory have the right to

- a) use the dormitory place provided to the student, the services provided as part of the dormitory's basic services, and the common areas in the dormitory,
- b) use the study, cultural, and entertainment possibilities offered by the dormitory, as well as all offered services,
- c) make recommendations and initiatives to improve community life in the dormitory, and
- d) turn to the dormitory's competent bodies in question involving the student's person and the community.

(2) Students housed in the dormitory shall be obligated to

- a) pay dormitory fees by their deadlines,
- b) adhere to the dormitory house rules,
- c) use the dormitory and its furnishings in line with their intended purposes, and to refrain from threatening the integrity of their condition and causing damages.

(3) The dormitory shall be authorized to specify places in the dormitory - taking into account student needs as far as possible. The student shall not be authorized to change the provided place, but may submit a written request for doing so.

(4) Students may start using their furnished places in the dormitory after taking an inventory of the given furnishings, with the obligation to account for all inventoried items. Students may not make any changes to dormitory rooms without permission.

(5) Students may not transfer the dormitory place service to third persons, may not share it, and may not sublet or allow third persons to use their places.

(6) During teaching breaks of at least one week, students may be required to leave the dormitory.

(7) Students shall be required to clean their own living quarters and the adjacent rooms. Students shall furthermore be obligated to deposit their own trash in the respective receptacles. The additional costs from failing to perform the cleaning obligations and any official public health fines shall be borne by the students housed in the room in question.

Termination of dormitory membership

Section 8 (1) Dormitory membership shall be terminated

- a) upon the expiration of the fixed term,
- b) if the dormitory contract is terminated with immediate effect,
- c) by way of revocation of dormitory membership due to the imposition of a disciplinary sanction,
- d) at the student's request, no earlier than at the end of the semester.

(2) Termination of the student's legal status as a student does not automatically result in the termination of dormitory membership. Students wishing to terminate dormitory membership shall do so in writing. If the student legal status is terminated, the University shall also be authorized to terminate the dormitory contract with reference to such fact. Membership shall end as of the last day of the month following the notice or termination.

(3) At the time of the termination of membership (or, in the cases outlined in paragraph (1) (b)-(c), within 5 workdays of termination), students shall be obligated to hand over their dormitory places in an empty state after removing their possessions. Students are fully liable for missing or damaged inventory items, insofar as such damages exceed that expected as a result of normal use.

(4) The values of the items taken over as per the inventory shall be defined beforehand and disclosed to students in an appropriate manner. The values of such items can be updated once per academic year. When moving out (or when reporting the loss of or damages to items taken over as per the inventory, or when official notice is taken of such), students shall be obligated to settle the damages caused by paying the listed amount.

(5) Any items left in the dormitory after the termination of dormitory membership can be taken over within 30 days in return for a late fee. After the above deadline has passed, the dormitory shall be authorized to dispose of such of the student's items.

Part IV Dormitory fee

- Section 9** (1) Students shall be obligated to pay a dormitory fee for the dormitory services.
- (2) The dormitory fee shall be set in advance for each academic year by May 30 of each year, by the Dean of the faculty providing the dormitory services, in agreement with the University Student's Union.
- (3) Within the framework laid down by law, the amount of the dormitory fee shall be set according to the various available comfort levels, separately for students with state scholarships, state-funded students, self-funding students, and students in fee-paying training. For the purposes of the dormitory fee, persons without student status at the University shall be classified as self-funding students.
- (4) The dormitory fee shall be made public when the admission procedure is announced.
- (5) The dormitory fee shall include the provision of the basic services required by law. No other fee or reimbursement besides the dormitory fee may be charged for the use of the basic dormitory services required by law. Students may be charged for any services additional to the basic services, which may be used voluntarily.
- (6) The amount of the dormitory fee cannot be unilaterally amended during the academic year. Cases in which the student's legal status as a student is terminated or the student's financing form changes, automatically amending the dormitory fee starting from the date of such change, shall not qualify as an amendment of the dormitory fee.

- Section 10** (1) The dormitory fee shall be paid in monthly installments, by the tenth day of each month. If requested by the student, the fee can also be paid in advance in one lump sum.
- (2) Students shall pay the dormitory fee electronically by bank card via the Neptun system, by the respective deadline. Persons with student legal status shall be obligated to pay the fee by bank transfer to the provided bank account. An invoice shall be provided for the paid fee.
- (3) The payment obligation shall remain valid even if the student does not make use of the dormitory services or the student has been obligated to move out of the dormitory due to a school break, as outlined in these Rules. Students shall not be obligated to pay the dormitory fee for periods in which the dormitory does not provide the service, in violation of the provisions of these Rules.
- (4) If the student defaults on paying the dormitory fee and the default does not exceed two months, the payment obligation can be fulfilled with the payment of the generally applicable late fee. If the default is at least two months, the competent Dean shall be authorized to terminate the dormitory contract with immediate effect and to claim late interest for the unpaid payments, which interest shall equal the central bank base rate for the full time of the default.

Part V Final provisions

Section 11 These Rules shall enter into force on August 1, 2018.

Section 12¹

¹ The amendments laid out in this Section have been transferred to the applicable rules.