

UNIVERSITY OF NYÍREGYHÁZA



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RULES OF PROCEDURE OF THE DORMITORY ADMINISTRATION AND ACCOMMODATION SERVICES OFFICE OF THE DIRECTORATE-GENERAL FOR ECONOMIC AFFAIRS

Adopted:
14 July 2026; effective from: 16 July 2026

I. LEGAL STATUS OF THE OFFICE

Name of the organisational unit: Dormitory Administration and Accommodation Services Office

Place of operation of the Office: 31/B Sóstói Road, 4400 Nyíregyháza, Hungary

The Office is a central service unit of the University of Nyíregyháza providing dormitory administration and commercial accommodation sales services.

The Office performs its duties independently within the framework of the applicable legislation, University regulations and these Rules of Procedure. Under the University's current Organisational and Operational Regulations, the Dormitory Administration and Accommodation Services Office is an organisational unit under the direction of the Head of the Directorate-General for Economic Affairs and is not an independent legal entity.

II. ORGANISATIONAL STRUCTURE OF THE OFFICE

The Office performs its activities in two groups of tasks.

The groups of tasks within the Office, which are not organisational units, are:

- Campus Dormitory,
- Sandra Student Apartments
- Commercial accommodation (Bessenyei Hotel)

The activities of the dormitory are governed by the Operating Rules of the Campus Dormitory, set out in Annex 1. The activities of the Hotel are governed by the Operating Rules of the Bessenyei Hotel, set out in Annex 2. The activities of the community accommodation facility are governed by the Operating Rules of the Sandra Student Apartments, set out in Annex 3.

To prepare matters related to the management of the Office, the Head of Office may convene a consultative meeting for proposals and opinions and, where necessary, invite any staff member of the Office or an external professional adviser. Following the appropriate consultations and deliberations, decisions shall be made by the Head of Office. The Director-General for Economic Affairs shall be a standing invitee to such meetings.

III. DUTIES OF THE OFFICE

The core activity of the Office is the performance of dormitory administration and commercial accommodation sales services that are connected to the University's core activities or are prescribed by central provisions as mandatory University tasks. Accordingly, the responsibilities of the Office include, in particular, developing strategic plans related to its core activities, implementing the resulting institution-wide policy, and continuously evaluating service and development tasks in order to provide a basis for the necessary measures.

The duties of the Dormitory Administration and Accommodation Services Office are defined in Section 67 of the current Organisational and Operational Regulations of the University of Nyíregyháza.

IV. DUTIES AND POWERS OF THE HEAD AND DEPUTY HEAD OF OFFICE

The Head of the Office holds the position of administrative expert and serves as Head of the Dormitory Administration and Accommodation Services Office. The Head's immediate workplace supervisor is the Director-General for Economic Affairs. The Head of Office is appointed by the President for a fixed term.

Taking into account the applicable legislation, the University's Organisational and Operational Regulations and these Rules of Procedure, the Head of Office shall:

- a) provide professional direction for the continuous operation and the service, development, advisory and executive activities of the Office;
- b) provide professional and operational management of the dormitory and accommodation facilities;
- c) direct and supervise the work of the Deputy Head of Office, administrative officers and staff working at the accommodation facilities;
- d) organise, coordinate and monitor the tasks performed within the Office's core activities and be responsible for projects affecting its area of operation;
- e) define and develop long- and medium-term developments and strategy;
- f) ensure that the dormitory and accommodation facilities operate in accordance with the University's educational and training objectives, the applicable legislation and University regulations;
- g) ensure compliance with occupational health and safety and fire safety provisions and regularly verify such compliance;
- h) be responsible for drafting, reviewing and enforcing regulations;
- i) establish the working arrangements of accommodation staff and prepare work schedules;
- j) submit proposals to the person exercising employer's rights concerning the recruitment, job descriptions, release from employment and remuneration of Office employees;
- k) convene Office meetings and direct and organise their work;
- l) continuously monitor the unit's revenue and expenditure;
- m) supervise the sale of available accommodation capacity;
- n) initial official documents, contracts and purchase orders on behalf of the Office;
- o) prepare, manage and monitor the use of the budget applicable to the Office's area of operation;
- p) maintain regular contact, in the course of performing the Head's duties, with the Head of the Directorate-General for Economic Affairs, heads of institutes and units, and external partners connected with the Office's activities.

Taking into account the applicable legislation, the University's Organisational and Operational Regulations and these Rules of Procedure, and acting under the professional guidance of the Head of Office, the Deputy Head of Office shall:

- a) perform the tasks assigned by the Head of Office;
- b) organise and coordinate the administrative activities of the dormitory and accommodation facilities;
- c) coordinate and ensure compliance with the data-reporting obligations assigned by the Head of Office in relation to dormitory places and accommodation activities;
- d) continuously monitor the unit's revenue and expenditure;
- e) make proposals to the Head of Office concerning pricing;
- f) take the necessary measures in the event of non-payment of fees;
- g) build relationships with market target groups and conduct advertising and marketing activities;

- h) implement and ensure the implementation of decisions adopted by the University Senate concerning the dormitory and accommodation facilities;
- i) initiate meetings on matters concerning the dormitory and accommodation facilities;
- j) cooperate closely with all organisational units of the University and with the operator;
- k) issue written warnings to residents of the dormitory and accommodation facilities in the event of a breach of these Operating Rules or the House Rules;
- l) in the event of a breach of these Operating Rules or the House Rules, and after obtaining the prior opinion of the Head of Office and the economic manager, submit a proposal to the President to initiate disciplinary proceedings;
- m) deputise for the Head of Office in the Head's absence.

Their duties and powers are set out in detail in their job descriptions. In addition, they shall perform all duties assigned to their competence by legislation, University regulations, these Rules of Procedure or the President.

V. FINAL PROVISIONS

- (1) The Senate of the University of Nyíregyháza adopted the Rules of Procedure of the Dormitory Administration and Accommodation Services Office of the Directorate-General for Economic Affairs by Resolution No. JII/14-131/2025 (1 September), with effect from 2 September 2025.
- (2) The Senate of the University of Nyíregyháza adopted the amendment to the Rules of Procedure of the Dormitory Administration and Accommodation Services Office of the Directorate-General for Economic Affairs by Resolution No. JII//2026 (14 July), with effect from 16 July 2026.

Nyíregyháza, 14 July 2026

on behalf of the Senate:

Dr György Szabó
Rector

Annex 1 –

OPERATING RULES OF THE CAMPUS DORMITORY

PART I

GENERAL PROVISIONS

- (1) These Operating Rules apply to students admitted to the Campus Dormitory of the University of Nyíregyháza who have student status with the University of Nyíregyháza (hereinafter: the University) (hereinafter: dormitory residents), to employees of the

Campus Dormitory, and to persons employed under other legal relationships.

- (2) General oversight of the Campus Dormitory shall be exercised by the President; its supervision shall be exercised by the Head of the Directorate-General for Economic Affairs (hereinafter: the Director-General for Economic Affairs); and its operational professional management shall be performed by the Head of the Dormitory Administration and Accommodation Services Office (hereinafter: the Head of Office). The Head of Office shall be assisted by the Deputy Head of Office.

PART II

OPERATING RULES OF THE DORMITORY

1. CORE FUNCTION OF THE DORMITORY

- (1) The core function of the dormitory is to accommodate students admitted to the University who have active student status, primarily in full-time programmes. In particular, it accommodates full-time students whose permanent residence is outside the administrative boundaries of the place of study and who require accommodation for social reasons.
- (2) The dormitory provides its residents with accommodation, a home, and suitable opportunities for study and rest. By its particular means, it helps dormitory members become suited to their chosen careers and seeks to strengthen their sense of vocation. It supports and assists their professional and general education, physical exercise, and individual—and especially community—activities aimed at the meaningful use of their free time. It pays particular attention to exceptionally talented and disadvantaged residents.
- (3) Subject to individual assessment, students whose permanent residence is at the place of study may also be accommodated in the University's available dormitory places for as long as a serious social or health-related situation persists.
- (4) Dormitory residents may live in the dormitory in return for the dormitory fee determined by the University Senate for each academic year. Dormitory fees are reviewed annually and may be amended. Before the relevant academic year, the Senate shall decide on the fees upon the submission of the President, based on a joint proposal by the economic manager and the Head of Office made in agreement with the Student Self-Government Body (hereinafter: HÖT).
- (5) Following move-in, each dormitory resident shall pay the dormitory cultural fund fee determined by the President.
- (6) Each dormitory resident shall pay, once per academic year, the compensation/development contribution determined by the President (hereinafter: dormitory contribution).
- (7) The operator shall be responsible for ensuring the operating conditions of the dormitory.

2. OPERATION AND MANAGEMENT OF THE DORMITORY

- (1) The operation and operational professional management of the dormitory shall be ensured by:

- a) Head of Office;
 - b) Deputy Head of Office;
 - c) office coordinators.
- (2) Employer's rights over dormitory employees shall be exercised by the President.
- (3) The Head and Deputy Head of Office shall be assisted by the office coordinators. Their duties and powers are set out in the Organisational and Operational Regulations, these Operating Rules and their job descriptions.
- (4) Duties and powers of the office coordinator:
 - a) maintain up-to-date and comprehensive dormitory administration and be responsible for its professional quality;
 - b) prepare dormitory-related data reports requested by the Head and/or Deputy Head of Office;
 - c) verify the timely payment of fees by dormitory residents (dormitory fee, cultural fund fee and dormitory contribution);
 - d) perform tasks assigned by the Head and/or Deputy Head of Office;
 - e) perform and assist with inventory-taking tasks.
- (5) The University operates a University Dormitory Committee (hereinafter: EKOLLBIZ), whose duties and powers are set out in the "Operating Rules of the Dormitory Committee of the University of Nyíregyháza", adopted by the Senate. The Committee is assisted by the Student Dormitory Group (hereinafter: HAKOCS).

3. RIGHTS AND OBLIGATIONS OF STUDENTS RESIDING IN THE DORMITORY

- (1) Dormitory residents have the right:
 - a) to pursue their studies at the University in safety and in a healthy environment and, depending on their talent, abilities and interests, to receive assistance with their studies and career start, in particular by using the equipment, facilities and services available in the dormitory;
 - b) to make proposals, initiatives and observations aimed at developing community life in the dormitory;
 - c) to submit proposals and address questions on personal and community matters to the Deputy Head of Office and receive a substantive response within no more than 30 days;
 - d) to use their assigned place and the common rooms without disturbance, and—apart from the constraints arising from communal dormitory living—to study and live in the dormitory without disturbance;
 - e) to express opinions freely on the operation of the dormitory while respecting human dignity;
 - f) to have their right to reside in the dormitory respected, provided that exercising this right does not infringe the equivalent rights of others or restrict fellow students in exercising their right to study.
- (2) Dormitory residents are obliged:
 - a) to meet the requirements of the University and the dormitory to the best of their abilities and to study successfully;

- b) if, while residing in the dormitory, a change occurs that terminates or suspends their eligibility for dormitory accommodation, to notify the Deputy Head of Office immediately in writing of the disqualifying circumstance(s) and, if necessary, move out. A student who makes a false declaration or fails to comply with the notification obligation shall move out immediately and settle all outstanding payment obligations;
- c) to familiarise themselves with and comply with University regulations, in particular these Operating Rules, the House Rules, and the fire safety, accident prevention and occupational safety provisions;
- d) to compensate for damage caused to property and equipment managed by the dormitory;
- e) to clean their own room regularly and maintain order in accordance with hygiene rules;
- f) to use and preserve the equipment and furnishings used by them for their intended purpose, under full financial liability;
- g) to pay the dormitory fee and other fees determined for dormitory services by the deadlines specified in these Operating Rules;
- h) to surrender their place for nationwide events serving the interests of the institution. (A place may be surrendered no more than three times per year and for a total of ten days; public holidays shall not be counted in this period. A graduating student may not be required to surrender their place during the examination period.);
- i) to move to another room at the instruction of dormitory management for the rationalisation or management of accommodation capacity or due to a breach of the House Rules;
- j) to preserve the good reputation of the University and the dormitory.

4. DORMITORY ACCOMMODATION OF APPLICANT STUDENTS

- (1) Dormitory accommodation is granted on the basis of an application.
- (2) Students shall submit their application for dormitory admission electronically through the NEPTUN request-management module. An application is valid if submitted by an eligible student within the application period and by the deadline announced by the dormitory. Information concerning applications is available on the dormitory website: <https://koli.nye.hu/>
- (3) If false information is provided, the admission application shall be rejected immediately.
- (4) A student may apply for dormitory accommodation if admitted to the University of Nyíregyháza, holding active student status in a full-time programme, and having a permanent residence outside the administrative boundaries of the place of study.
- (5) When dormitory applications are assessed, preference shall be given to disadvantaged students who would be unable to commence or continue higher education without dormitory accommodation.
- (6) EKOLBIZ shall decide on dormitory accommodation, taking into account that the President is authorised to allocate a total of ten places.
- (7) A dormitory fee shall be paid for dormitory accommodation. It is payable for the provision of housing conditions and the related basic services necessary for proper use. The amount charged for basic services shall be determined according to the comfort

category of the dormitory.

- (8) Dormitory admission decisions shall be published on the dormitory website by Neptun code, with one of the following statuses: admitted – rejected – wait-listed. All further information (admission results, remedies, move-in procedure, etc.) is available on the institution's official website.
- (9) Admission entitles the student to reside in the dormitory during the teaching and examination periods.
- (10) Upon admission and after signing a "Dormitory Residency Agreement", a dormitory membership relationship is established.
- (11) Applications submitted during the academic year shall also be assessed by EKOLLBIZ under this admission system.
- (12) EKOLLBIZ is responsible for keeping records of and administering dormitory applications.
- (13) In the event of an infringement of rights, a student may submit an appeal against a dormitory admission decision to the Student Appeals Committee (hereinafter: HAJOB), whose procedure is laid down in the Student Appeals Regulations.
- (14) Dormitory membership shall terminate:
 - a) upon expiry of the period specified in the Dormitory Residency Agreement;
 - b) upon termination of student status;
 - c) when a disciplinary decision excluding the student from the dormitory becomes final;
 - d) if the student's dormitory accommodation is terminated due to payment arrears following an unsuccessful demand for payment;
 - e) if the student resigns from dormitory membership in writing.

5. ASSESSMENT OF ADMISSION APPLICATIONS SUBMITTED BY STUDENTS

Criteria for assessing dormitory admission applications:

- a) The total dormitory admission score shall consist of an academic score weighted at 74% and a social score weighted at 26%.
 - aa) Academic score: for continuing students, the number of credits completed in the last two active semesters preceding the application period; for students admitted to the University as first-year students, only the social score shall apply.
 - ab) Social score

For continuing students:	For first-year students:
Net income per capita	Net income per capita
Distance between the institution and the permanent residence	Distance between the institution and the permanent residence
Social circumstances	Social circumstances
Community activities	

The detailed scoring criteria are set out in Appendix 7.

6. PROCEDURE FOR DORMITORY DISCIPLINARY PROCEEDINGS

- (1) In disciplinary and compensation matters concerning dormitory residents, the provisions of the Student Disciplinary and Compensation Regulations, constituting Annex 5 to the Organisational and Operational Regulations of the University of Nyíregyháza, shall apply.
- (2) Disciplinary proceedings may be ordered by the President.

7. PROCEDURE FOR DORMITORY FEES PAYABLE BY RESIDENTS

- (1) Dormitory residents shall pay the monthly dormitory fee determined by the University Senate by the 20th day of each current month.
- (2) A student may be exempted from paying the dormitory fee on social grounds if the student is disadvantaged, orphaned, a family breadwinner, or if the student's guardianship ended upon reaching the age of majority. Exemption may be granted upon application and shall be decided by the President.
- (3) In exceptionally justified cases, a dormitory resident may be granted a deferral of the dormitory fee once per academic year on the basis of a written application, which shall be assessed by the Head of Office.
- (4) After the dormitory-fee payment deadline has expired, residents shall receive a demand for payment through the Neptun Study System, allowing eight days for payment. After the deadline specified in the demand, their access cards shall be disabled. If a resident fails to settle the arrears within three days after the access card has been disabled, the Dormitory Agreement shall be terminated with immediate effect. At the same time, a demand for payment allowing 15 days shall be sent to the resident's address. The student shall move out of the room on the first calendar day following termination. If the student fails to do so by the deadline specified herein, or fails to return the room in accordance with the House Rules, the University may open and enter the room in the resident's absence and, after drawing up an itemised inventory, arrange for the resident's personal belongings to be moved to a designated storage room. If the resident does not remove the personal belongings within two weeks of the move-out deadline, the University may destroy them or place them in a waste container. In parallel with this, or at the University's discretion in lieu of the foregoing, in the event of the resident's breach of contract specified herein, the University may initiate proceedings before the competent district court for the vacation of the property under Section 183/A of Act LIII of 1994 on Judicial Enforcement; any additional costs shall be borne by the resident.
- (5) The full dormitory fee is payable for each month commenced; in exceptionally justified cases, the President may grant a reduction upon an individual application.
- (6) Dormitory residents shall pay the dormitory fee through the Neptun Unified Study System.

8. PROCEDURE FOR MANAGING THE CULTURAL FUND FEE AND DORMITORY CONTRIBUTION

I. Cultural fund fee:

- (1) The cultural fund fee shall be paid through the Neptun Unified Study System by 30 November or, in the event of a later move-in, within 30 days of moving in.
- (2) Of the cultural fund fees paid by dormitory residents, 20% shall constitute the central dormitory fund and 80% shall be used at dormitory-wide level for cultural purposes and for organising and conducting events.

II. Dormitory contribution:

- (1) Dormitory residents shall pay a dormitory contribution through the Neptun Study System by 30 November or, in the event of a later move-in, within 30 days of moving in. Residents are financially responsible for preserving the condition of the dormitory building, furnishings and equipment. Where damage is caused in a dormitory room or common area, or issued equipment is lost, and responsibility is established, the person responsible may be required to pay full compensation.
- (2) If the person responsible for damage is unknown, the loss shall be accounted for as a shared cost from the dormitory contributions paid. If that person is known, they shall personally pay the amount of damage determined by the operator to the University; in the case of a dormitory resident, the provisions of the Student Disciplinary and Compensation Regulations shall be taken into account. Damage charged against the dormitory contribution shall be accounted for on the basis of reports and invoices submitted by the operator.
- (3) At the end of the academic year, after aggregating the dormitory contributions paid and the amounts charged as shared costs, the remaining balance shall be used to develop equipment that improves dormitory operations.
- (4) Upon moving out, any change in the condition of the room shall be recorded on the condition assessment form, which is the source document for accounting for the dormitory contribution. A resident moving out shall not be entitled to claim the contribution or any remaining part thereof.

9. SPECIAL PROVISIONS APPLICABLE TO INTERNATIONAL SELF-FINANCED STUDENTS

RIGHTS AND OBLIGATIONS OF INTERNATIONAL SELF-FINANCED STUDENTS RESIDING IN THE DORMITORY AND THE PROCEDURE FOR DORMITORY AND OTHER FEES PAYABLE BY THEM

- (1) The University shall reserve dormitory places for first-year international self-financed students. Reservation is based on prior notification of demand, which must be submitted to the International Relations Office. The reservation becomes valid upon notification of demand and advance transfer of a dormitory place reservation fee for at least five months, in EUR, to the foreign-currency account of the University of Nyíregyháza. This fee covers dormitory accommodation for the first semester of the relevant academic year (from 1 September to 31 January of the following year). Move-in may take place

upon presentation of proof that the transfer has been made. If the student moves out during the academic year, the prepaid place reservation fee shall not be refunded.

- (2) International self-financed students shall be accommodated on the basis of a list provided by the staff of the International Relations Office. For continuing students, admission shall be based on the number of credits completed in the most recently completed semester.
- (3) The amounts payable are specified in the document entitled “Service Fees of the Campus Dormitory” in force for the relevant academic year.
- (4) On the day of enrolment for University studies, international self-financed students admitted to the dormitory shall sign the agreement in Appendix 2 before a dormitory staff member in order to establish their dormitory relationship. Continuing students throughout the academic year, and first-year students from the second semester onwards, shall pay the dormitory fee determined by the Senate through the Neptun Unified Study System by the 20th day of each current month.

10. SPECIAL PROVISIONS APPLICABLE TO INTERNATIONAL SCHOLARSHIP HOLDERS

RIGHTS AND OBLIGATIONS OF INTERNATIONAL STUDENTS RESIDING IN THE DORMITORY WHO PARTICIPATE IN THE STIPENDIUM HUNGARICUM (SH) SCHOLARSHIP PROGRAMME OR THE HUNGARIAN DIASPORA SCHOLARSHIP PROGRAMME (DFP), AND THE PROCEDURE FOR DORMITORY AND OTHER FEES

1. The University shall provide accommodation to an international scholarship holder before the establishment of student status and throughout the period of study. A place shall be provided on the basis of prior notification of demand, which must be submitted to the International Relations Office. Scholarship holders shall be accommodated on the basis of a list provided by the staff of the International Relations Office.
2. The institution shall provide accommodation to the student for 12 months and shall finance the accommodation fee from the housing allowance available under the Stipendium Hungaricum Scholarship Programme and the Hungarian Diaspora Scholarship Programme. Dormitory fees shall be posted monthly in the Neptun Unified Study System.

OPERATING RULES OF THE BESSENYEI HOTEL

1. CORE FUNCTION OF THE HOTEL

- (1) The core function of the Hotel is to sell its available capacity on the commercial market and to meet, to the greatest possible extent, accommodation needs arising within the University's organisational units.
- (2) Commercial rates at the Hotel shall be determined with due regard to the principle of economic efficiency. Rates shall be set by the ITE upon the proposal of the Director-General for Economic Affairs and reviewed at least once each year.
- (3) The operator shall be responsible for ensuring the operating conditions of the Hotel.

2. OPERATION AND MANAGEMENT OF THE HOTEL

- (1) The operation and operational management of the Hotel shall be ensured by:
 - a) Head of Office;
 - b) Deputy Head of Office;
 - c) office coordinator;
 - d) receptionist.
- (2) Employer's rights over Hotel employees shall be exercised by the President.
- (3) The Head and Deputy Head of Office shall be assisted by the Hotel receptionist. Their duties and powers are set out in the Organisational and Operational Regulations, these Operating Rules and their job descriptions.
- (4) Duties and powers of the office coordinator:
 - a) coordinate the sale of available accommodation capacity;
 - b) as inventory custodian, monitor the proper use of the accommodation facility's assets, furniture and equipment and arrange for replacement where necessary;
 - c) perform tasks related to financial settlements on a daily basis;
 - d) maintain up-to-date and comprehensive administration at the accommodation facility and be responsible for its professional quality;
 - e) prepare accommodation-related data reports requested by the Head and/or Deputy Head of Office;
 - f) perform tasks assigned by the Head and/or Deputy Head of Office.
- (5) Main duties of the Hotel receptionist:
 - a) perform receptionist, porter and cashier duties arising from the integrated Front Office system;
 - b) perform administrative duties;
 - c) cooperate closely with the operator;

- d) perform tasks assigned by the Head and/or Deputy Head of Office.

3. RIGHTS AND OBLIGATIONS OF HOTEL GUESTS

- (1) Guests arriving at the Hotel shall fulfil their check-in obligations upon arrival (Appendix 5: Documents required for Hotel check-in). By checking in, the guest also declares that they have read and understood the House Rules and accept them as binding.
- (2) Rooms may be occupied from 14:00 on the day of arrival and shall be vacated by 10:00 on the day of departure. A stay outside this interval may be arranged in advance.
- (3) At check-in, the guest shall receive an access card at reception. If the guest loses the access card, the guest shall reimburse its value.
- (4) Accommodation and other services used shall be paid for at reception upon arrival. Payment methods: cash (HUF), bank card, SZÉP Card, or bank transfer subject to appropriate prior documentation.
- (5) The entrance to the Hotel building is open from 06:00 to 18:00; thereafter, guests may enter using the Hotel card issued to them in advance.
- (6) Reception at the Hotel operates from 06:00 to 22:00. In the event of a complaint or problem, guests may contact the staff member on duty at Hotel reception.
- (7) If Hotel-owned equipment or tangible assets are damaged negligently or intentionally, the guest shall pay compensation at reception in accordance with the provisions of the Hungarian Civil Code.
- (8) Smoking is prohibited throughout both the University and Hotel premises. Smoking is permitted only in designated areas.
- (9) Designated parking spaces are available on University premises for guests arriving by car.
- (10) Guests shall not disturb the peace or rest of other Hotel guests through their conduct or behaviour.
- (11) Ordering or using Hotel services constitutes acceptance of the terms and conditions.

OPERATING RULES OF THE SANDRA STUDENT APARTMENTS

1. CORE FUNCTION OF THE STUDENT APARTMENTS

(1) THE CORE FUNCTION OF THE ACCOMMODATION FACILITY IS TO SELL ITS ENTIRE CAPACITY ON THE COMMERCIAL MARKET AND TO MEET, TO THE GREATEST POSSIBLE EXTENT, ACCOMMODATION NEEDS ARISING WITHIN THE UNIVERSITY'S ORGANISATIONAL UNITS.

(2) Commercial rates at the accommodation facility shall be determined with due regard to the principle of economic efficiency. Rates shall be set by the ITE upon the proposal of the Director-General for Economic Affairs and reviewed at least once each year.

(3) The operator shall be responsible for ensuring the operating conditions of the accommodation facility.

2. OPERATION AND MANAGEMENT OF THE STUDENT APARTMENTS

(1) The operation and operational management of the accommodation facility shall be ensured by:

- a) Head of Office;
- b) Deputy Head of Office;
- c) office coordinators.

(2) Employer's rights over employees of the accommodation facility shall be exercised by the President.

(3) The Head and Deputy Head of Office shall be assisted by the Hotel receptionist. Their duties and powers are set out in the Organisational and Operational Regulations, these Operating Rules and their job descriptions.

(4) Duties and powers of the office coordinator:

- a) organise cover for accommodation staff during their absence;
- b) cooperate closely with all organisational units of the University and with the operator;
- c) coordinate the sale of available accommodation capacity;
- d) as inventory custodian, monitor the proper use of the accommodation facility's assets, furniture and equipment and arrange for replacement where necessary;
- e) perform tasks related to financial settlements on a daily basis;
- f) perform cashier duties arising from the integrated Front Office system.

3. RIGHTS AND OBLIGATIONS OF TENANTS OF THE SANDRA STUDENT APARTMENTS

(1) When taking possession of the leased premises, the tenant shall fulfil the reporting obligations required for identification and registration. Taking possession also constitutes a declaration that the tenant has read and understood the House Rules and the rules governing the tenancy and accepts them as binding.

- (2) Possession of the leased premises shall be transferred at the time specified in the tenancy agreement. Upon termination of the tenancy, the tenant shall return the premises to the landlord no later than the date on which the tenancy agreement terminates, emptied and in a condition suitable for proper use, and shall return the access card and any other equipment issued to the tenant.
- (3) Upon transfer of possession, the landlord shall provide the tenant with an access card. The tenant shall reimburse the associated costs if the access card is lost, damaged or replaced.
- (4) Rent and the fees for any other services used shall be paid in the manner and by the deadline specified in the tenancy agreement. The landlord may verify compliance with payment obligations and, in the event of late payment, apply the legal consequences specified by law and the agreement.
- (5) The tenant shall enter the building using the access card issued to them and shall ensure that no unauthorised person gains access to the building or the leased premises.
- (6) To ensure that matters relating to the operation of the building can be handled, the landlord shall maintain a permanent presence through University employees. The tenant shall immediately report any fault, damage or irregularity detected.
- (7) The tenant shall use the leased premises and the common areas of the building for their intended purpose and preserve their condition. Under the Hungarian Civil Code, the tenant bears full liability for damage caused intentionally or negligently.
- (8) Smoking is prohibited throughout the building except in designated areas. A breach of the smoking rules may constitute a breach of the agreement.
- (9) The tenant shall refrain from any conduct that disturbs the peace or rest of other tenants or the proper operation of the building. A breach of the fundamental rules of communal living may constitute a serious breach of the agreement.
- (10) The tenant shall comply with the provisions of the House Rules and the fire safety and security regulations. The tenant shall be responsible for any damage or legal consequences arising from a breach of these rules.
- (11) The tenancy is established by a written tenancy agreement between the parties. The conditions of long-term accommodation, the amount of rent and the related services are set out in the tenancy agreement and the current schedule of fees.
- (12) The landlord may inspect the proper use of the building and the leased premises; however, while respecting the tenant's right of possession, the landlord may enter the leased premises only after prior notice and where justified, except in the case of urgent repairs or an emergency.
- (13) The tenant may not sublet the leased premises or allow a third party to use them.
- (14) Upon termination of the tenancy, the tenant shall remove all personal belongings. The landlord shall deal with abandoned belongings in accordance with the applicable legislation.

