



PRO PATRIA

**Ludovika Residence Hall
„Orczy Úti Kollégium”
Dormitory know-how**



Official address: H-1089 Budapest, Orczy út 1.
Postal address: Nemzeti Köszolgálati Egyetem
Orczy Úti Kollégium
1441 Budapest, Pf.: 60.

Dormitory staff:

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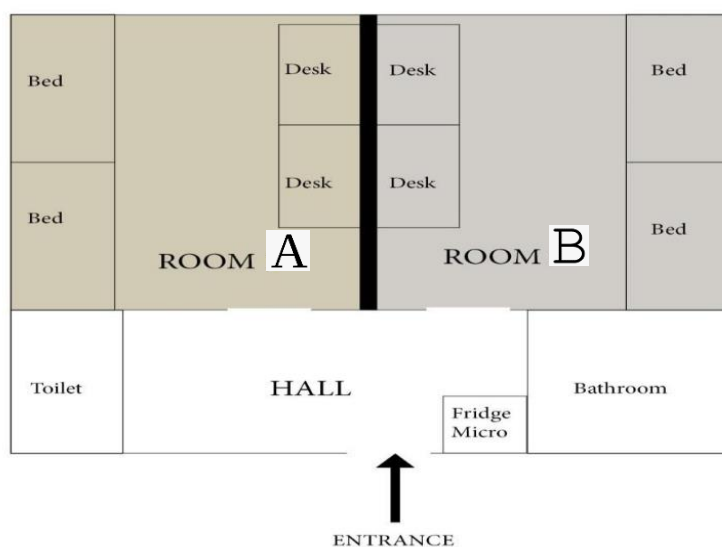
Office hours:

Monday	08:00 – 16:30
Tuesday	08:00 – 16:30
Wednesday	08:00 – 16:30
Thursday	08:00 – 16:30
Friday	08:00 – 14:00

Location: office F04

1) Facilities

There are apartments with two double rooms available for BA and MA students, double rooms are available for PhD students.



1 APARTMENT = 2 DOUBLE ROOMS

Rooms for BA and MA students are designed in the form of small apartments as you can see the illustration above. Each apartment consists of two rooms with two beds in each (with pillow and blanket), a shared toilet, bathroom and a hall. This way, 4 students share a bathroom and toilet in an apartment. Pay extra attention to move into the room you are assigned: room A is on the left side, room B is on the right.

Rooms for PhD students are designed in the form of a small apartment with one room, two beds, toilet, bathroom and a hall.

Equipment of rooms:

- refrigerator
- microwave oven
- mirror
- writing desks and chairs
- night stands
- wardrobes
- duvets and pillows
- reading lamp above the bed

What to bring with you from home?

- bed linen, towel
- basic cutlery (plate, glass, fork, knife, spoon)
- basic toiletries/cosmetic products (shower gel, shampoo, toothbrush and toothpaste, etc.)
- hairdryer and other things that is necessary for everyday life

Electrical sockets (outlets) in Hungary are one of the two European standard electrical socket types: The "Type C" Europlug and the "Type E" and "Type F" Schuko.

2) Laundry room

The laundry room is on the ground floor in the dormitory. There are 12 automatic washing machines with dryers with the capacity of 5 kg, ironing boards and racks as well, which can be used for free. Washing facilities can be used by 12 people at the same time. Washing machines and dryers are free to use, but you have to buy the washing detergent yourself. Instructions for using washing machines and tumble dryers can be found in English on the laundry room walls. To avoid the breaking of the machines it is mandatory to use a washing sack for smaller clothes to prevent the clogging of the filtering system of the machines.

Ironing can only be done at the laundry room.

3) Kitchen and dining hall

- The dormitory has a public space on each floor with two (one smaller and one bigger) kitchenettes which also function as dining halls. You can find all kinds of household appliances: an electronic hotplate, an oven, a microwave oven, a water boiler, a toaster and sinks as well. There are chairs, tables, two TVs and some „beanbags”.
- The kitchen is a common area of the dormitory, therefore the cleaning and maintenance of the kitchen utensils after cooking is the responsibility of the residents, not the cleaning staff.
- You must get your own cooking utensils yourself. Please do not take or use other residents' kitchen utensils, plates, cutlery etc. without the owner's prior permission.
- Smoking (cigarette, iqos etc.) is forbidden on the balconies. You can only smoke at the designated smoking areas behind the dormitory.
- Beanbags are only to be used in the common areas inside. You cannot take them out to the balconies.
- You must pay attention to use the exhaust fan while cooking and turn it off when you finish. The fire alarm goes off as soon as something burns.
- It is also forbidden to leave water in the boiler.
- Dishes can only be washed in the shared kitchen, not in the room. Sinks are easily blocked, so do not dispose of food waste down the drain.

10. § The utilization of other areas

- 1) The windows in the parlour and in the corridors can only be left open during ventilation.
- 2) The furniture, the plates and cutlery belonging to the buffet are prohibited in the rooms.
- 3) During the preparation of meals in the common kitchen, residents are to assure that their activity will not cause any accidents and their meals will not spill out on the furnace. The kitchen equipment is to be cleaned after use. Storing unwashed dishes (especially covered with fat) in the kitchen is prohibited. Crude dishes with leftovers will be disposed of during morning clean-ups.
- 4) The cooking equipment located in the kitchen is to be used in accordance with the displayed manuals and in the presence of people using the device(s).
- 5) Any accidents or damages caused are under the responsibility of the user

- 6) Storing hot tableware on the kitchen desk or table is prohibited. The items used for cooking can be stored in the dormitory rooms or kitchen cupboards. The cleaners are authorized to dispose any item and dishes that are unwashed or left in an inappropriate place blocking them from cleaning the common areas. LRH is not responsible for the loss of any kitchen equipment left unlocked or unguarded.
- 7) The furnace, the oven and any other electric device in the kitchen are to be turned off after use.

4) Common regulations regarding the use of LRH's areas

- It is compulsory to use the magnetic card at every entry and exit. The card must be used for its intended purpose and everyone must use their own, you cannot use your card to let anyone else in. Loss of the card will be charged with a fee of 2000 HUF.
- The use of heat generators and cooking/oven equipment is prohibited in the rooms, the common kitchen is designed for this purpose.
- Always close the windows in the rooms when leaving.
- Do not store your rubbish in the rooms, there is a storage area on the ground floor opposite the laundry room to throw away your trash.
- Regular room inspections are carried out with members of the Students' Union. Those who are found to be in breach of the House Policy several times in a row are first given a verbal warning and then may be subject to disciplinary action.
- If something fails, you can and must use the following interface to report the problem for maintenance: <https://servicedesk.uni-nke.hu/>

11. § Common regulations regarding the use of LRH's areas

- 1) Appointed persons on each floor are obliged to remind the residents to follow the fire safety regulations and to maintain order. If they cannot maintain the order, they are obliged to report the problem to the security service.
- 2) Activities of technical nature (including the change of light bulbs) within the rooms are not to be done by residents.
- 3) The janitor and members of the FSU DC jointly inspect on a monthly basis whether the residents' use the rooms and the common areas in accordance with the regulations and whether they keep these areas clean and in order. The Head of Dormitory may order a committee inspection – organized jointly by the dormitory officer and the building's responsible person appointed by the maintainer of the dormitory – each semester in order to assess the condition of the rooms. The FSU DC and the residents shall be informed in advance about the inspection.
- 4) The leadership of LRH is not responsible for the loss of the residents' personal belongings and personal computers.
- 5) It is forbidden:
 - a) to bring, keep, consume or distribute drugs or any other synthetic psychoactive stimulants on the premises of the dormitory;
 - b) to smoke on the premises of the dormitory – with the exception of designated areas;
 - c) to transfer the dormitory key card to a third person;
 - d) to receive guest who is drunk, numb or under the influence of drugs;
 - e) for outsiders to stay in the rooms without permission;
 - f) to displays acts of vigilantism and to appropriate other inmates' possessions;
 - g) to display the dormitory's phone number in business adverts;
 - h) to dry clothes or keep clothesline in the corridors and in the kitchen;
 - i) to drill or nail posters or pictures in the rooms (it is allowed just on the plastic envelop near the bed and table with a non-marking glue);

- j) to clip posters and stickers on the windows and on the entrances of the corridors;
 - k) to enter the guest rooms and disturb the guests;
 - l) to be noisy, listen to the radio or television on high volume after 23:00 hrs;
 - m) to disturb others in their study or relaxation;
 - n) to distribute or display magazines or videos with sexual content within the common areas;
 - o) to hold events and meetings without permission;
 - p) to clip posters of political parties or churches;
 - q) to appear in the common areas of the dormitory underdressed;
 - r) for patients with infectious disease(s) to stay in the rooms or in common areas;
 - s) to bring and keep any kind of animal in the dormitory rooms, apartments or common areas;
 - t) to host organize any kind of event for a party or party-affiliated organization.
- 6) The security service at LRH's reception monitors the surveillance camera-system deployed on LRH's premises and displaying the common areas. In case of violation of the regulations, the security service is obliged to intervene. The technical staff constantly monitors the signals of the smoke and fire alarms and in case of fire tracks down the source of the alarm.
- 7) Those who violate the regulations may face legal procedure (criminal, misdemeanour or compensation, depending from the level of omission). In other cases, they can be obligated to pay the procedural fees.
- 8) The Residence Agreement will be immediately terminated if the resident:
- uses, keeps or distributes any kind of drug or any other synthetic psychoactive stimulants on the premises of the dormitory;
 - smokes in a non-designated area;
 - appears in outrageously drunk on the premises of the dormitory and thereby shows unsocial, aggressive and threatening behaviour;
 - threatens or hurts others, endangers their physical well-being, health or life;
 - organizes any kind of event, meeting or assembly on the premises of the dormitory attended by more than 12 people without permission, including specially, but not exclusively the t) point of paragraph (5) of the 11. § of this regulation;
 - repeatedly and/or seriously violates the House Policy;
 - damages or impairs the dormitory areas, furniture and equipment on purpose;
 - terminates the cohabitation declaration of opposite sexes in accordance with 13. § (2) signed at the time of moving in, the cohabitation cannot be continued for one or to the other party for any reason and the transfer/relocation of the resident is not possible;
 - violates the fire and labour safety regulations acquainted during the introduction;
 - the resident does not live habitually in the Dormitory (for 3 consecutive months, less than 9 nights spent in the Dormitory)
 - does not obey to the orders of the security service(s) and/or maintainers in case of human-made hazards (fire-alarm, evacuation from the building(s) in case of emergency) thereby endangering himself/herself and holds back the evacuation.

5) The order of receiving guests (House Policy 17. §)

- 1) Residents may receive guests in their respective rooms each day from Monday to Friday between 06.00-24.00 and on public holidays between 06.00-02.00. Residents may receive maximum 2 guests in the same time (the case of close relatives is an exception). If the number of persons in the Dormitory reaches the number specified in the fire protection regulation of the Dormitory (evacuation plan), in that case the reception may refuse the acceptance of more guests.

- 2) Residents have a moral and compensation responsibility for their guests who are also obliged to follow the House Policy.
- 3) Guests entering LRH are obliged to hand over their documents of personal identification at the reception. Guests may only stay in the building with registered visiting card issued by the security service. During their stay in the building, guests are obliged to display their visiting cards to the security service. Residents receiving guests are obliged to meet their incoming guests at the reception.
- 4) Students who are not residents are also deemed to be guests at LRH.
- 5) Residents may receive guests in their rooms for the night as well. The condition of this, in addition with the daytime guest procedure is to register the guest as a night guest by filing out a document at the reception. The file of request is to be approved orally by the room's other inhabitants. If the resident will receive guests without the approval of the other inhabitant(s) of the room or if the room's other inhabitant(s) may file complaints after visit thereby initiating a procedure at the end of which the resident in question could also be prohibited of further receiving guests by the Head of Dormitory. After receiving the guests, the fee of receiving guest will be issued through the Neptun system.
- 6) Residents may receive guests for 9 nights each month at most.
- 7) The request for receiving guest(s) at night may be filed at the reception 24 hours a day and could be done at the point of receiving the guest(s) as well.

- The fee for the nights your guest stays in the dormitory (1 500 HUF / night) has to be paid later by you via Neptun by credit card.
- No separate room is provided for your overnight guest and can only stay in your own room.

6) Payment of dormitory fees

71.§ Rules on dormitory fees (Student Fees and Fee Payment Regulation)

(2) The dormitory and other fees shall be charged through the Neptun system, the deadline for payment of which shall be the 15th of each month or the 8th calendar day following the date of the charge, except as provided for in subsection (3).

(3) The monthly fee for the month of September shall be paid together with the monthly fee for October, and the monthly fee for the month of February together with the monthly fee for March. After two months in arrears, the Head of the Dormitory may, after unsuccessful notification and after an examination of the student's social situation, terminate the student's residence contract by unilateral written declaration.

Annex 3/B (Student Allowance and Fee Payment Regulations)

- Monthly dormitory fee: 66 100 HUF
- Daily dormitory fee: 4 900 HUF
- Visitor admission (guest-receiving) fee: 1 500 HUF/night
- Late fee in case of late payment of dormitory fee (after the 5th day after the payment deadline): 3 000 HUF
- Failure to meet the deadline for moving out (in case the student has not given prior notice of the failure): 1 500 HUF/day
- Late fee in case of late payment of visitor admission (guest-receiving) fee (after the 5th day following the payment deadline): 1 000 HUF

- Be aware that payment is only possible by credit card (online payment).
- You will be notified in Neptun when the fees have been published. Please make sure you check your Neptun regularly so that you do not miss the payment deadline.

7) General medical service

1. Necessary documents regarding health insurance in Hungary:

- EU citizens: EU card=European Health Insurance Card (it covers all type of health care in all public health care facilities in Hungary)
- Non-EU citizens: students must cover their health insurance for themselves for the whole period of their stay (e.g. Generali, OTP Bank, Uniqa etc.)
- exception: Stipendium Hungaricum students: they are entitled to the Hungarian social security card ("TAJ" card)

2. What to do when you get sick:

1. Emergency health care

- try to reach your Erasmus mentor/Erasmus buddy, dormitory coordinators - they will help you
- if you have to be hospitalized, make sure you have your EU card/social security card and your ID/passport with you! (it is also advised to have these with you all the time) Always show the card to the hospital staff, otherwise they will charge you the care fees!
- if your health insurance/social security card is still in progress, the hospital will charge you, which you have to pay there immediately
- if you pay, always ask for the invoice, bring it to the International Office, and when your insurance card is ready, they will ask for your money back

2. Normal health care

- you are entitled to go to the district's general health practitioner only if you register your temporary address at the district
- you can register your temporary address in the dormitory and then in your district administration office (VIII. district "Government Window" / "Kormányablak": 1082 Budapest, Baross utca. 59.)

Public general practitioner (GP) for this district:

Dr. Zsófia Ajtay / Dr. László Bánházi

— Address: 1089 Budapest, Kálvária tér 18.

— Tel: +36 1 790 4771

— Consultation hours:

Monday: 08:00 – 12:00

Tuesday: 15:00 – 19:00

Wednesday: 08:00 – 12:00

Thursday: 15:00 – 19:00

Friday on even weeks: 08:00 – 12:00

Friday on odd weeks: 15:00 – 19:00

IMPORTANT TO KNOW:

- the dormitory must be registered as the temporary place of residence and the Residence Card must show this address as well in order to receive basic medical treatment
- it is advised to arrive on time to the general practitioner (GP) which means at least 30 minutes before the end of consultation hours
- take your documents with you (ID card/passport, Residence Card, Health Insurance Card: it can be a private health insurance, the European Health Insurance Card, etc.)

Medical service in case of emergency:

- Address: 1096 Budapest, Haller u. 29/A.
- Consultation hours: each day: 00:00 – 24:00
- In this case is also mandatory to take your documents with you.

The on-call number **1830** is available 24 hours a day. During the call, an ambulance service professional will assess the patient's condition and offer the best solution for the situation. This may include advice by telephone, referral to a care centre, sending a doctor on call or, in an emergency, alerting an ambulance.

For acute but not immediately life-threatening complaints that cannot be delayed until the next GP appointment (very high fever that cannot be controlled with non-prescription medicines, sudden onset of pain or cramps, unstable abdominal or chest discomfort, acute symptoms of chronic illness), call **1830**.

For life-threatening conditions (e.g. severe chest pain, difficulty breathing, unconsciousness), call the emergency number **112**.

Pharmacy:**1. Nagyvárad Pharmacy**

- Address: 1091 Budapest, Üllői út 121.
- Tel: +36 1 215 3900
- Opening hours:
 - Monday-Friday: 07.30 – 19.30
 - Saturday: 07.30 – 14.00
 - Sunday: closed

2. Pharmacy on night duty: Teréz Pharmacy

- Address: 1067 Budapest, Teréz krt. 41.
- Tel: +36 1 311-4439

8) Bicycle storage is available.

9) Deliveries of packages and letters

Letters and parcels delivered by Magyar Posta are usually delivered to the University's Administration Office, from where they are taken to the Residence Hall every working day, then the residents concerned are informed and they can collect their mail at the reception. However, parcels sent by other courier service cannot be received by the reception, but the dormitory coordinators collect them at office F04 if the courier arrives during working hours and the parcel has been prepaid.

You can receive your mails to the following address:

1089 Budapest, Orczy út 1. (Orczy Úti Kollégium) (+ name, room number)

10) Immigration Office**Immigration and Asylum Office** ("Országos Idegenrendészeti Főigazgatóság")

Address: 1117 Budapest, Budafoki út 60.

P.O.box: 1903 Budapest, Pf. 314.

Fax: +36 1 463 9108

E-mail: migracio@oif.gov.hu

Call Center: +36 1 463 9292 (Monday-Thursday: 08.00-16.00, Friday: 08.00-13.30)

11) Smoking

Smoking and open fires are prohibited within the dormitory premises and is only allowed in the designated areas located behind the building. Smoking (cigarette, iqos etc.) is forbidden on the balconies as well.

The Residential Agreement will be immediately terminated if the resident smokes in a non-designated area.

12) Internet service in the dormitory

WI-FI (to be used in the Campus)

- system: NKE-D
- Username: Neptun code
- Password: Moodle password

Fixed/wired internet

- you can request for an Ethernet cable at office F04
- you must register in the ServiceDesk interface (<https://servicedesk.uni-nke.hu/>), where you will need to add the socket number and mac ID

If you have internet problems, please send an e-mail to the following address:

servicedesk@uni-nke.hu

