



PRO PATRIA

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



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

Dormitory staff:

Head of dormitory: *Mátyás Varga*
E-mail: varga.matyas.karoly@uni-nke.hu
Tel: +36 (1) 432 9000 / 20387

Dormitory coordinator (international): *Barbara Csige*
E-mail: csige.barbara@uni-nke.hu
Tel: +36 (1) 432 9000 / 20390

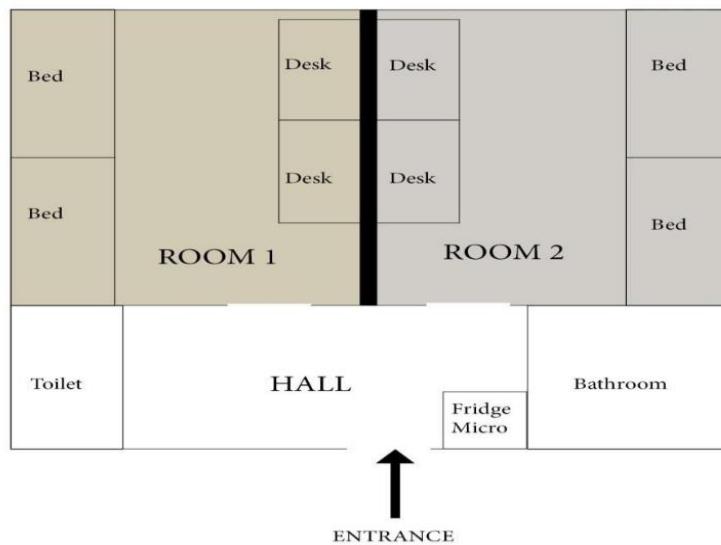
Dormitory coordinator: *Martin Bódis*
E-mail: bodis.martin@uni-nke.hu
Tel: +36 (1) 432 9000 / 20390

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

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 (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.

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

Cooking and baking is not allowed in the rooms.

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

There is a laundry room in the dormitory, on the ground floor. There are 12 automatic washing machines with dryers with the capacity of 5 kg, ironing boards and racks as well. Washing facilities can be used by 12 people at the same time.

Washing machines and dryers can be used for free. 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 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“. Rules for using public spaces in the dormitory can be found in the 10. § of the Dormitory Rules and Regulations.

Dormitory Rules and Regulations 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.

You must get your own cooking utensils yourself. You must pay attention to use the exhaust fan while cooking and turn it off when you finish. It is also forbidden to leave water in the boiler.

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

Dormitory Rules and Regulations *11.§*:

- 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) Receiving guests

- 1) Residents may receive guests in their respective rooms each day from Monday to Friday between 06:00-24:00 hrs and on public holidays between 06:00-02:00 hrs. 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.

6) 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:

A. Emergency health care

- try to reach your Erasmus mentor/Erasmus buddy, dormitory officers - 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, we will ask for your money back

B. 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 or in your district administration office (VIII. district "Okmányiroda": 1082 Budapest, Baross str. 59.)

Public general practitioner for this district:

Dr. Zsófia Ajtay

Address: 1089 Budapest, Kálvária tér 18.

Telephone: +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.

Telephone: +36 1 215 1644
+36 1 215 6983
+36 1 200 0100

Consultation hours: each day: 00:00 – 24:00

In this case is also mandatory to take your documents with you.

Nearest pharmacy:

Nagyvárad Pharmacy

Address: 1091 Budapest, Üllői út 121.

Telephone: +36 1 215 3800

Opening hours:

Monday-Friday: 8:00 – 20:00

Saturday: 8:00 – 14:00

Sunday: closed

Pharmacy on night duty:

Teréz Pharmacy

Address: 1067 Budapest, Teréz krt. 41.

Telephone: +36 1 475 0295
+36 1 311-4439

7) About recycling bins:

Paper-labeled bin: newspapers, periodicals, notebooks, books, corrugated cardboard, wrapping paper, washed beverage boxes (milk-, juice boxes).



Boxes must be placed to the bin flattened in order to take less space, so you can throw in more paper waste.

Please do not put any food or dirty (e.g. oily, greasy) paper, used napkins or handkerchiefs!

Metal and PET bottle-labeled bin: soft drink and mineral water cans, washed household bottles and its caps (shampoo or shower gel bottles), clean plastic bags, washed milk- and joghurt boxes. You can also place here household metal wastes and metal boxes.



In case of metal waste it is also important that it goes to the bin washed and clean. Plastic bottles must be placed flattened (with the use of the PET-press) in order to take less space. Please do not throw greasy, oily, dirty bottles or anything with food leftovers in it and CD-s.

Coloured bottle-labeled bin: collects washed coloured bottles.



Please do not throw any greasy, oily, chemical-polluted bottles into the bin.

8) Bicycle storage is available.

9) Immigration Office

Contact details of the central office

Immigration and Asylum Office

Address: 1117 Budapest, 60 Budafoki Street

P.O.box: 1903 Budapest, Pf. 314. Telephone: +36 1 463 9100

Fax: +36 1 463 9108

E-mail: nef@bah.b-m.hu

Call Center: +36 1 463 9292 (Mo-Thu: 8.30-16.30, Friday: 8.30-14.00)

10) Smoking in the dormitory building

Smoking and open fires are prohibited within the dormitory premises and is only allowed in the designated areas located behind the building.

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

11) Internet service in the dormitory

WI-FI

system: NKE-D

Username: Neptun_code@stud.uni-nke.hu, like: „KHO8KI@stud.uni-nke.hu”

Password: _ _ _ _ P _ w _ _ d (birth date, like: 1990P10w20d) OR your Moodle password

You can also request for wired internet. You will need to fill out a registration form called „Student IP Address Request Form”, which the dormitory officer could provide you. If it is filled out, please give it back to the dormitory officer.

If you have internet problems, please write an e-mail to the following address:
servicedesk@uni-nke.hu

