

Dormitory know-how

Dormitory coordinator office hours:

President of dormitory: *Mátyás Varga*

E-mail: varga.matyas.karoly@uni-nke.hu

Dormitory coordinator: **Ágnes Orawetz**

Office hours:	Monday	08:00 – 16:30
	Tuesday	08:00 – 16:30
	Wednesday	08:00 – 16:30
	Thursday	08:00 – 15:30
	Friday	08:00 – 15:00

1) Laundry room

There is a laundry room in the dormitory. It is on the ground floor, and there are 5-kg capacity automatic washing machines with dryers, ironing boards and racks, so it can be used by 50 people at a time.

Washing machines and dryers can be used only with tokens, which you can get at the main reception for free. To avoid breaking the machines you must use a washing sack for smaller clothes, because these have plugged the filtering system of these machines before. You can only get a token if you display a sack at the reception (sacks can be bought at the cafeteria for 430 Ft as well). Ironing can be done at the laundry room, and you can take the irons from the assigned person on every floor.

2) Kitchen and dining hall

The dormitory has a public space on every level 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 several sinks as well. There are chairs, tables, two plasma TVs and some „beanbag” armchairs. Rules for using public spaces in the dormitory can be found in the 10. § part of the dormitory policy.

Dormitory policy 10. § :

Using public spaces

- (1) The windows of lounges and hallways can be open only for the time of ventilation.
- (2) You must not bring any furniture from public spaces or any plates or silverware from the cafeteria to your room.
- (3) While preparing food in the kitchen you must pay attention not to cause any accidents or make a mess. You must clean the appliances after using them. You mustn't keep any dirty dishes in the kitchen. These are thrown away at the morning cleanup.
- (4) The kitchen appliances can be used only on the basis of the placed orders and with the user's personal presence.
- (5) All accidents happened in the kitchen are the user's responsibility.

- (6) You mustn't keep hot dishes on the tables or counters. Tools for cooking can be kept in your room or in the kitchen drawers. The cleaning staff is obliged to clean and throw away tools which block the cleanup or those which are not kept in their assigned place. The dormitory does not take any responsibilities for the unattended kitchen appliances.
- (7) You must turn off the stove, the oven and all the electronic devices after using them.

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. Moreover, you mustn't leave water in the boiler.

3) Receiving guests

Policy 17. §:

1. Students can receive guests Monday-Friday between 06:00-01:00, on weekends between 06:00-02:00.
2. The receiving student takes moral and financial responsibility for his/her guest, who is also obliged to keep the rules.
3. The guest must leave an identity card at the reception upon arrival. Guests can only stay in the building with a registered guest card. This card is given him/her by the security service. While in the building the guest must show it to the security service when asked. The receiving student must go to the reception to pick up his/her guest.
4. Students of the university not residing in the dormitory also stay at the building as guests.
5. Residing students can receive guests for the night as well. Student can appoint one person each month who will stay for the night several times. For this application the roommates' consent is needed from the room units, too. After receiving the guest a fee is indicated in the Neptun system for the guest. The residing student can receive guests in an ad hoc way as well. In this case only the roommate's consent is needed, an application is not. Later the roommates from the other unit can make a complaint, as a result the student can be forbidden of receiving guests.
6. The guest –paying for one night – must leave the room until 07:30 on weekdays and until 11:00 on weekends, or can stay further as a guest after reporting it at the reception.
7. The residing students can receive guests for maximum 9 nights per month.
8. Submitting a permission for a night guest can be done 0-24 at the reception, or at time of the guest's arrival, too.

4) Where to keep your bicycle

Requests for keeping a bicycle or moped have to be sent to orawetz.agnes@uni-nke.hu, the dormitory coordinator who takes care of this matter. The claim has to contain the type of vehicle and the owner's Neptun code! You will be informed about the authority via e-mail.

Containers for this purpose:

-bicycles ➡ No. F27 container area

-mopeds ➡ under the pergola

Entering and exiting these areas are through the two smaller gates through the parking lot with the use of your card.

5) Information about mail

Students living in the dormitory have to be addressed in the following address:

Nemzeti Közzolgálati Egyetem
Orczy Úti Kollégium
1441 Budapest, Pf.: 60.
(NAME OF STUDENT, room No.)

Receiving the mail in the dormitory:

The dormitory coordinator brings the mail to the building every day after 11 a.m. (urgent, priority, registered letters, packages). The coordinator informs the students about the mail as soon as she can, and they can get their mail in office No. F03 by a proof of identity.

Opening hours of the dormitory coordinator's office (Agnes Orawetz):

Monday	08.00 – 16.30
Tuesday	08.00 – 16.30
Wednesday	08.00 – 16.30
Thursday	08.00 – 16.00
Friday	08.00 – 15.00

6) Medical attendance

Office of the adult GP in the area:

dr. Ajtay Zsófia GP

Assistant: Dénesi Lászlóné

Cím: 1086 Budapest, Magdolna u. 33.

Telefonszám: +36 1 323 2778

Opening hours:

Monday	08.00 – 12.00
Tuesday	15.00 – 19.00
Wednesday	08.00 – 12.00
Thursday	15.00 – 19.00
Friday	even numbered weeks 08.00 – 12.00, odd numbered weeks 15.00 – 19.00

Important information:

- for temporary residence you must give the address of the dormitory, this has to be on your address card for basic medical care (you must fill in the temporary residence sheet for this

purpose among others, and you must notify the local government about your temporary address. See: <https://www.facebook.com/groups/1220707627955142/1248576045168300/>

- you must arrive at the GP's office half hour before closing time at latest
- in case of long-term drug treatment or/and chronic sickness we suggest checking in the office of the adult GP
- you must take your security and residence card with you!

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

Monday-Sunday 00.00 – 24.00

Important:

- **Here you must be taken care of even if your temporary residence is not yet the dormitory!**
- you must take your security and residence card with you!

Pharmacy

Nagyvárad Pharmacy

Address: 1091 Budapest, Üllői út 121.

Telephone: +36 1 215 3800

Monday-Friday 8.00 – 20.00

Saturday 8.00 – 14.00

Sunday closed

Pharmacy on night duty

Teréz Pharmacy

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 yoghurt boxes. You can also place here household metal wastes (like cutlery) and metal boxes (beverage boxes and tins).



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. In case of metal waste it is also important that it goes to the bin washed and clean.

Coloured bottle-labeled bin: collects washed coloured bottles.



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

8) Faculty of International and European Studies (FIES) Dormitory Board:

Fekete Gréta	president
Czomba Sára	vice president
Jakusovszki Tibor	member
Máhr Anna	member
Pethő Marcell	member

gretifekete07@gmail.com