

Dear Students,

We are very happy to welcome you to John von Neumann University.

In order to help you settle in more easily, we would like to draw your attention to a few important customs and rules, both at the university and dormitory as well as in Hungary.

General rules of behaviour:

- Behaviour rules are often different, so check what the customs are here,
- The rules of behaviour with women may be different from those in other cultures (courtesy towards women is basic and women have equal rights), please check with the International Office,
- Smoking is forbidden inside buildings and smoking in public places is usually only allowed in designated areas,
- In Hungary, it is possible to buy tobacco and alcohol products over the age of 18, but their consumption is regulated,
- Possession and distribution of drugs is a criminal offence in Hungary, and carries serious legal consequences,
- Using public transport without a valid ticket or pass can lead to heavy fines,

Health recommendations:

Preserving our health is a shared responsibility. Please apply the following hygiene rules:

- Take care of personal hygiene,
- Wash your hands several times a day,
- Use tissues,
- In case of illness, use mask,
- Keep your environment clean, throw your waste in the bins,
- Keep your clothes clean,
- If you get sick, contact your doctor. Call 112 in case of any emergency.

Rules applied at the University and in classes:

- If possible, do not miss classes, because you can learn a lot during lectures and seminars. Attending classes is one of the conditions for completing the subjects.
- Punctuality is a sign of respect, so arrive on time for class (10 minutes before) Get to the university on time! Check bus timetables beforehand.
- Talk respectfully to your professors and academic staff and call them what they ask for or use the following phrases: Professor; Mr / Mrs./Miss „Surname”
- If you don't understand something, raise your hand to indicate that you have a question.
- If you can't stay until the end of the class for any reason, let the teacher know before the class.
- Keep studying to make it easier to prepare for exams.
- Do not use the phone unless the teacher specifically asks you to do. If you have an important call, excuse yourself and leave the room to use the phone.
- Do not talk to your partner during class unless the teacher specifically asks you to do it in order to solve a problem.
- Eating during class is not suitable. If you are very hungry, eat before class.
- Respect the private property and privacy of others, as well as community and university property and equipment.
- The official form of contact with professors is through Teams or Neptun.
- If you have any deficiencies regarding the course material, please contact the professor.
- Everyone is responsible for their own property. The University is not liable for the consequences of losing your own property, only the owner is liable for any damage.
- The possession and importation of stabbing and cutting tools, any object that is considered a weapon in Hungary, and gas spray is forbidden on the University's territory.
- If you have a general problem with university life or administration, please contact Blanka Hörcsök at the International Office. (International Office: Blanka Hörcsök, Email: horcsok.blanka@nje.hu)
- Please contact the director of the dormitory, Mr Károly Roza, regarding accommodation and problems in the dorm. (Office: Dormitory, ground floor, Email: roza.karoly@nje.hu)

Basic dormitory rules:

- Smoking is only allowed in designated areas. Smoking is FORBIDDEN in the rooms and in the building, non-compliance may result in exclusion from the dormitory!
- As working time in Hungary usually starts at 8am, there is a silence regulation between 23.00 and 07.00, which extends to 24 hours of the day during exam periods. This provides the peace of mind needed to study and prepare for exams. Please note that between 23.00 and 07.00, telephones and other devices in rooms and common areas must be operated quietly, and no loud or noisy activities are allowed.
- Clean up the kitchen after use, because other people will also want to use it.
- Always put any shared items back where they belong, do not bring them into your room.
- As a general expectation, everyone in the dormitory is expected to keep their room and bathroom clean, as well as the common areas.
- Please contact the director of the dormitory, Mr Károly Roza, regarding accommodation and problems in the dorm. (Office: Dormitory, ground floor, Email: roza.karoly@nje.hu)
- In case of a general emergency, fire or urgent health problem, please contact the receptionist and call 112.
- The possession and importation of stabbing and cutting tools, any object that is considered a weapon in Hungary, and gas spray is forbidden on the University's territory.

Thank you for your cooperation! In order to ensure that you feel comfortable in Hungary/Kecskemét and return home with good memories, please follow the above recommendations.

Leadership of John von Neumann University