



20/2022. (X. 15.) Rector's Instruction

on the introduction of energy-saving measures at Óbuda University

As the Rector of Óbuda University I order the introduction of special measures in order to implement the University's efficient management, environmental awareness and energy-saving operation. Our goal is the reduction of increased utility prices caused by the international energy crisis, and to achieve significant short term results with austerity measures. By implementing the following measures the savings caused by the reduced utility costs will help maintain the University's professional and administrative operation.

To reach the desired results, complying with the saving measures, the mitigation of negative effects of the international energy crisis can only be achieved through individual and collective responsibility.

- 1., The personal scope of this Instruction extends to all citizens of Óbuda University, as well as every employee of Óbuda University Nonprofit Kft.
- 2., The territorial scope of this Instruction extends to every property owned by Óbuda University.
- 3., The Instruction enters into force on the day of signature and remains in effect until revoked.
- 4., The Óbuda University carries out its activities in attendance education and normal working schedule.
I am ordering an educational and administrative break at the University from December 20, 2022 to January 6, 2023.

4.1., The employer during the educational and administrative break from December 20, 2022 to January 6, 2023 shall issue leave to employees for all working days of the period.

4.2., The II. semester of 2022/2023 will start at February 20, 2023. and the term-time lasts until June 3, 2023. The employer between the days of February 6, 2023. and February 19, 2023. in addition of the leave guaranteed in the Mt. (Labour Code) exempts those who perform educational work, i.e. lecturers, scientific researchers and teachers from fulfilling their obligation to be available and work, for 10 days. This exemption from work is not considered supplementary leave and does not affect the payment of wages (i.e. the number of available leaves does not change, as well as they are entitled for salary for that period).

4.3., Between February 6, 2023. and February 19, 2023. non-teaching employees in addition to completing the tasks on time, their work schedule must be organized in such a way that in the buildings of the University, energy savings should be as high as possible.



5. In order to reduce utility costs I decree the following instructions:

Technical instructions:

- 5.1., In the rooms and spaces of University properties, by means of heating the average air temperature must be provided and ensured during the heating season in accordance with the 3/2002. (II. 8.) SzCsM-EüM joint decree on the minimum level of occupational health and safety requirements for workplaces. In heating systems the water temperature must fall between +55 °C and +60 °C, depending on the outside temperature.
- 5.2., In buildings in which educational activities or other continuous work do not take place, the buildings must be tempered (tempering temperature is 10 °C).
- 5.3., In order to reduce the temperature of domestic hot water, it is necessary to set the water temperature at 40 °C at the end points.
- 5.4., The temperature set-point of the air conditioners and the performance of the fans must be adjusted to the modified operation and work schedule. In the offices and classrooms, the cooling equipment can only operate during the summer. Internal offices and classrooms cannot be cooled below 26 °C.
- 5.5., Intermittent switching off of indoor lighting is required where the technical conditions for this exists, in other cases, it is necessary to investigate the optimization of the number of operable luminaires.
- 5.6., The decorative and visual lighting on the University's building must be switched off at 20:00 on every building.
- 5.7., All objects and coverings that hinder heat release must be removed from heat-emitting devices.
- 5.8., Refrigerators in the University's communal kitchens must be set to the lowest setting. Refrigerators are recommended to operate at +5 °C and freezers at -18 °C. In the case of tea- and warming kitchens a maximum of one microwave oven, one tea kettle and one coffee maker can be used. At the end of working hours the devices must be unplugged from the main plugs. Household appliances cannot be used in the offices.
- 5.9., Washing should be done at 30 °C in the dormitories.
- 5.10., After charging the IT devices in the University buildings (including dormitories) power supplies must be unplugged.
- 5.11., In addition to maintaining the ordained temperature of the rooms, in order to ensure fresh air ventilation it is recommended to open the windows twice a day for 3-5 minutes, during which time the heating must be set to a minimum.



5.12., After work, IT equipment (computers, photocopiers, printers) must be disconnected. At the end of working hours, or at the end of the last working day before a weekend or public holiday, IT devices must not be left switched on!

5.13., If any room on the University premises have to be left for a longer period of time, the lighting must be switched off.

5.14., In the dormitory building at Mária utca 7, Budapest VIII., which is closed due to renovation, only tempering heating is provided.

5.15., The workplace nursery in Kandó Kálmán Dormitory is closed between December 20, 2022. and January 8, 2023. Apart of this period no restrictions are expected in the operation of the nursery.

5.16., All employees must immediately report to the Technical and Operational Office of the Directorate-General for Economic and Financial Affairs, if you notice unjustified energy loss due to a technical or mechanical error during your work.

5.17., It is only possible to rent University building if it does not obstruct its 20:00 closing time. The terms and conditions of the lease may not deviate from the conditions of this instruction regarding the operation of the building.

5.18., Activities that are not permitted in the buildings of the University:

5.18.1., operation of local heating devices (e.g. oil radiators, electric heaters).

5.18.2., charging of non-university IT and communication devices from the university electrical network that are the employees' own property

5.18.3., it is forbidden to operate air conditioners for heating after the air conditioning system has been stopped. It is forbidden to bring a universal control remote into the office.

6., Organizational measures in education:

6.1., The schedule of I. semester 2022/2023 of the academic year is as follows:

6.2., Organization of classes:

6.2.1., Lectures at all faculties, all majors and all working schedule of Óbuda University are to be held in attendance form from Monday to Friday until 19:30. Lectures that start in a period other than the normal work schedule are subject to rector's permission. It is the instructor's responsibility to cut the power in the classroom after the lessons are over.



6.2.2., According to the timetable laboratory exercises, as well as in-person courses are held from Monday to Friday by making sure that they use lighting in only the most necessary place and extent (with particular attention to be compliant to the work and accident prevention regulations).

6.2.3., In the case of correspondence training the courses that are held on weekdays must be conducted in accordance with the time limit in 6.2.1., on Saturday courses can be held until 16:00.

6.3., Organization of the exams:

6.3.1., The exam period lasts from December 12, 2022. to February 3, 2023., however from December 20, 2022. to January 8, 2023. no exams can be organized. For those who want to take their final exam in the I. semester of 2022/2023 must be given the possibility to pass their exam from December 1, 2022. The examination takes place in person. If possible, the exams are to be held in one building for each site. Extra attention must be paid for prioritizing energy-efficient solutions while conducting the exams.

6.3.2., Offered grades are preferred when evaluating student performances.

6.4., Organization of the final exams:

The final exams can be organized from January 23, 2023. to February 3, 2023. scheduled by faculty. If possible, the final exams should be held at one designated building per site continuously, with morning and afternoon committees, starting from January 23, 2023. Extra attention must be paid for prioritizing energy-efficient solutions while conducting the final exams.

6.5., Schedule of II. semester of 2022/2023.

6.5.1., The schedule of the academic year, the establishment of the timetable:

6.5.1.1., The term-time (15 weeks) start with the registration week, the date of which is February 20, 2023 – February 24, 2023.

6.5.1.2., The first day of education is February 27, 2023. the last day of the term-time is June 3, 2023.

6.5.1.3., While planning the timetable of II. semester of 2022/2023 the faculties should organize the lecture continuously from the beginning of the week (Mondays and Tuesday, exceptionally on Wednesday mornings) so that the closing of the buildings can happen without disturbance at 20:00.



6.5.1.4., The faculties should organize the seminars continuously for the second half of the week from Wednesdays (Wednesdays, Thursdays and Fridays). The seminars take place on Wednesday, Thursday and Friday in case of correspondence and evening training schedules.

6.5.2., Organization of the exams:

The exams period lasts from June 5, 2023. to July 8, 2023. For those who want to take their final exam in the II. semester of 2022/2023 must be given the possibility to pass their exam from May 22, 2022. The examination takes place in person. If possible, the exams are to be held in one building for each site. Extra attention must be paid for prioritizing energy-efficient solutions while conducting the exams.

Offered grades are preferred when evaluating student performances.

6.5.3., Organization of the final exams:

The final exams can be organized from June 26, 2023. to July 8, 2023. scheduled by the faculty. If possible, the final exams should be held at one designated building per site continuously, with morning and afternoon committees, starting from January 23, 2023. Extra attention must be paid for prioritizing energy-efficient solutions while conducting the final exams.

6.5.4., Operation of the dormitories

6.5.4.1., It is necessary to optimize the accommodation of students staying in the University dormitories between December 20, 2022 and January 8, 2023.

6.5.4.2., In the dormitories, by means of heating the average air temperature must be provided and ensured during the heating season in accordance with the 3/2002. (II. 8.) SzCsM-EüM joint decree on the minimum level of occupational health and safety requirements for workplaces

This instruction will enter into force on October 15, 2022.

Prof. Dr. Levente Kovács
rector