# Invitation to tender
## for dormitory accommodation
## in the school year of 2019/20

Directorate of Dormitories of the Semmelweis University invites tenders based on the Semmelweis University Organizational and Operational Regulations part III. Student Standards Chapter IV. Student Allowance And Fee Payment Regulations (hereinafter: AFPR) for dormitory accommodation in the school year of 2019/20.

The tender is invited for students who are in 2019.07.04 an active or passiv status in the University, and/or who apply for master degree education.

in either case, a successful tender is not entitled to accommodation without meeting the matriculation requirements and checking for the school year.

Directorate of Dormitories provide places in the following Dormitories with the following available capacities:

| | | |
|---|---|---|
| Balassa János Dormitory | 265 people | (1083 Budapest, Tömő u. 35-37.) |
| id. Bókay János Dormitory | 40 people | (1046 Budapest, Erkel Gyula  u. 26.) |
| Kátai Gábor Dormitory | 114 people | (1139 Budapest, Hajdú u. 44.) |
| Markusovszky Lajos Dormitory | 227 people | (1089 Budapest, Szenes Iván tér 7.) |
| Pető András Dormitory | 41 people | (1118 Budapest, Villányi út 67.) |
| Selye János Dormitory | 19 people | (1085 Budapest, Üllői út 22.). |

Tendering procedure

Dormitory accommodation can be done only in an electronic way through The Information System of Higher Education (NEPTUN), by filling the data in the Dormitory Application menu item.

The applicant can be accommodated only in a dormitory that they selected in the Application Form. The student can select more dormitories, ranking them in the NEPTUN system in preference. If the ranking does not take place the application is considered invalid.

While calculating the points the welfare status of the student (based on the 1. annex of AFPR), the community services and learning outcomes are considered, with each maximum 40-40 points, in case the necessary documentation are presented.

Tendering period: 10:00:00 a.m.04. July 2019 – 11:59:59 p.m. 18. July 2019

ATTENTION! The form for the assessment of the welfare status has to be filled and submitted in the NEPTUN system (that can be reached at: *Administration – Requests - Available request forms* – **SOCIAL DATA FORM (2019/20 university year)**. To the form documents, annexes must be added that are listed on: *http://semmelweis.hu/hok/rolunk/hok-kozponti-testuletek/bizottsagok/szocialis-bizottsag-biralatelokeszito-munkacsoport/*(based on 1. annex of AFPR). After filling the form it can be seen under the Submitted requests menu item. During the tender nothing has to be posted!

In case the lack of any documents in connection with calculating the income per capita (e.g. statement about the lack of a second job) the student gets -17 point for income per capita.

The form for the assignation of the welfare status is not necessary to fill, but in this case, or in case of submitting the form without documents, making the form invalid, the applicant is ranked on the last place in the score list, which is based on welfare status. This list is not the final ranking, the applicant gets 0 as a social point in the correction points.

On the social form, students of all faculties shall list all the fees and benefits that are not marked in Hungarian currency according to this exchange rate: (Hungarian National Bank exchange rates on 1th of July 2019.)

| | |
|---|---|
| Euro: | 322,76 Forints |
| Hryvnia (Ukraine): | 10,88 Forints |
| Dinar (Serbia): | 2,74 Forints |
| Kuna (Croatia): | 43,62 Forints |
| Lej (Romania): | 68,18 Forints |
| Pound (United Kingdom) | 360,16 Forints |

You can get answers to your questions in connection with welfare status, documentation, etc.:
On e-mail:hok.szocialis@semmelweis-univ.hu
We would like to ask everybody to write their NEPTUN codes, faculty and the keywords TECHNICAL or SOCIAL in the subject of the message, showing what kind of problems shall be solved. (e.g.: P0P0P0, ÁOK, SOCIAL)

In case the student applying to dormitory wishes to take their sports results into account, the respective certifications are given out by the corresponding sports organization as the usual way. These are required to be attached.

For rating of **community services, sports results, etc.**, it is required to fill the respective data sheet in Neptun system. (available via *Administration ≫ Requests ≫ Available request forms* under the title of **Application form of community activities for dormitory accommodation 2019/2020**)

In case the request form is not submitted until the deadline, the related score given will be 0.

The community activities of the applicant will be evaluated according to the TJSZ 4th appendix, done by the student members of SZEB. After that, the SZEB decides and ranks it.

In case of the following activities, attaching a verification is not required, which will be evaluated from data given by the respective organizations: (Filling the form is still required, only attaching these documents is not needed)

Activities which can be verified either by Students' Union or by Dormitory Subcommittee

In case of the following activities, the appropriate verification documents are to be uploaded to the corresponding part of the form as an attachment:

- Student's Scientific Association results; dissertations or lecture
- demonstrator
- attendance to clubs (according to the rules);
- other scientific work;
- organizing cultural events;
- member or leader of other self-organizing groups;
- blood donation;
- leading aerobic training (according to the rules);
- activities verified by Doktorandusz Önkormányzat;
- activities verified by BOE, MFHE, HUPSA, IÖCS;
- Semmelweis Orchestra;
- Medical cup, sport- or cheerleader team member;

**With questions about evaluating the community activities status, uploading documents contact the following e-mail address for answers:**

- **e-mail:  hok.kollegium@semmelweis-univ.hu**

Please write down your Neptun code into the subject and whether the e-mail is written due to technical issues (e.g.: the form cannot be uploaded/the system miscalculated the points), or about filling the form, using the keywords TECHNICAL or COMMUNITY. (e.g.: P0P0P0, EM, COMMUNITY)

**Attention! The Directory of Dormitories of the university is not in a position to provide information about the requests, as they are not participating in the transaction of the request!**

Tendering period

The applicant is bound to submit a college application request until the end of the tendering period. The request is submitted, if Neptun – Administration menu – College application menu – Application status is proved.

- If the student wishes to determine their social points, the applicant is bound to submit the appropriate applications. The request is submitted, if it appears below Neptun – Administration menu – Applications menu – Submitted applications.

- Only the certificates uploaded using the attachment button next to each field will be considered during the application. Those documents, which are uploaded to the Document library, but the student don't attach them to the application with the attachment button, cannot be taken into account.
- In case of application for social points in the tendering period, before one submits the request it's obligatory to attach the correct official certificate that the tender requires. In the absence of this, the social point determination will be rejected. If the official certificate does not include the name and/or date of birth, the applicant is ought to attach a statement which contains these data beside the official certificate.
- Each person who appears on the electronic form and authority certificate (except those who do not habitually live together in one household, statement upload is necessary in their case, in accordance to the 1st appendix) has to be separately indicated by adding them to the form, and their status must be validated with the certified documents. In case the status of a person on the authority certificate is not properly validated, the minimum -17 points will be given for per capita income.

There is no opportunity for providing additional documents after submitting the application in the case of the community activities data sheet or the social data sheet!. It is only possible until the closing date of the application period! The incorrect application form is not required to be returned by the Judicial Preparatory working group members.

## Method of reviewing

• The received applications are judged based on the conditions tagged and certified on the application form and in accordance with operative law and regulations.

• The applicant can only receive points for a condition tagged and certified (in accordance with the call for tender) in the appropriate electronic form.

• The requests stay in „During administration" status until a decision is made.

• Based on TJSZ, Annex 1 there is no opportunity for providing additional documents after submitting the application.

• The decisions are sent by SzEB in 8 days following the judgment and summary of applications about the partial and total number of points, as well as the status of admission. However, before ,the receipt of the decision you can survey the detailed result of your application in NEPTUN, under Administration -> Requests -> Submitted requests -> Plus sign -> Points. Disagreement with the decisions can be reported to **hok.szocialis@semmelweis-univ.hu** (in case of disagreement with social points) or to **hok.kollegium@semmelweis-univ.hu** (in case of disagreement with public activity points).

Your total number of points can be reviewed under Administration -> Requests -> „Name" column -> Hovering your cursor over the blue circle. One can also report disagreement with this one.

**Appropriate documents**

a) This appendix contains the required and acceptable certification documents.

b) Documents only in .pdf or .jpg file formats can be uploaded and appended to the application.

c) Documents containing multiple pages can only be accepted if all of the pages were uploaded.

d) Marked in the SZMSZ III. part IV. chapter first appendix as documents to be submitted as original documents can only be accepted if the following stands: Documents certified with signatures and/or stamps can only be accepted if the signatures and/or stamps are unambiguously visible and readable on the uploaded documents. Documents received by the applicant electronically are validated if the stamp certifying the document is visible and readable.

e) Documents not in Hungarian or English and their translations to Hungarian or English have to be uploaded as well. Without their translation, the documents cannot be accepted.

f) The maximum file size of uploaded documents can be 2 MB per document.

g) The documents have to be attached to the appropriate section of the electronic form. Only the appropriately attached documents can be taken into account.

h) SzEB can ask for the originalsof the uploaded certifications. Uploading fake certifications results in instituting disciplinary procedure.

i) By uploading them the applicant takes responsibility for the formal and substantial adequacy of all uploaded documents issued by other persons or organizations,

The applicant's academic performance is calculated on the basis of the data provided by the Dean's Office / Study Department of the competent Faculty according to TJSZ Annex Nr. 3. There is no need for data to be provided by the applicant.
Entry score is automatically 120 points for a candidate who is ranked in the first 10% of the student hostel capacity according to the social status rankings, and in the first 5% in the ranking of study performance, and in the first 5% for the community service rankings.
The rules for calculating remaining student hostel capacity are contained in Paragraphs 13 / D. § (7-9) of the TJSZ.
The sum of the sub-scores generated from the rankings gives the final order of preference on the basis of which the SZEB determines in a decree about the student hostel placement and informs the applicants thereof.
The application is not valid if it is not registered electronically in the NEPTUN system following the menu items: Neptun; Administration; College application!
Applications submitted late, or not recorded in the NEPTUN system by the deadline, or formally incomplete will be rejected without any substantive examination. There is no possibility for supplementation for the application after the deadline!

Indication of inaccurate data implies the rejection of the application and exclusion from the student hostel. If the applicant does not justify an advantageous fact in the prescribed manner, their application must be assessed by ignoring this fact.

The results of the application will be sent at the latest of 5th July 2019 in Neptun system and to your e-mail address given in the Neptun system, which will inform you from the made decision.

The applicant will be informed by message via the Neptun system and e-mail to the address given in Neptun system from the given partial and total scores of the application, the position in the rank list, the conditions and time of occupying the given room, the amount and conditions regarding the dormitory fee and the conditions and deadlines for payment.

In case of rejection, the sent resolution will contain the details and deadline of the appeal.

After a successful application to a dormitory, the application can be canceled until 15th August 2019 without further consequences by sending an e-mail to the titkarsag.kollegiumok@semmelweis-univ.hu e-mail address. In case the cancel was made after the deadline, paying the dormitory fee for September is required.

In case the request for dormitory was approved, the applicant is needed to occupy the assigned room in the time appointed for moving in. In case of an hindrance, a written message is required to be sent to the dormitory, otherwise, the room will be granted for the next person on the waiting list.

Applicants who did not have been granted dormitory room will be appointed to the waiting list (http://semmelweis.hu/hok/rolunk/hok-kozponti-testuletek/bizottsagok/szocialis-bizottsag-biralatelokeszito-munkacsoport/). Any vacated rooms will be granted in the order regarding the position occupied on the waiting list. The way of process is done according to TJSZ 13/D.§ (15-17).

For the Doktori Iskola, up to 10 rooms are to be reserved. Application of Ph.D. students is assessed by the Doktori Iskola – taking the terms of application into account – and they are proposing applicants to allocation. The announcement of application will be available in time on the own website of the Doktori Iskola (phd.semmelweis.hu).

Applicants of the College of Advanced Studies is independent of this application. The College of Advanced Studies has its own requirements which will be announced the usual way by the College of Advanced Studies.

Terms of data management:
a, The personal information in the request form will be only be managed and processed by SzEB and the Review-preparation Group and colleagues with administering duties, and only be used for the review and processing of the application.

b, In case of legal redress, applicants can connect the Hungarian National Authority for Data Protection and Freedom of Information.

c, SZEB, and the Review-preparation Group only do the pre-judgment, they do not make a final decision. As they submit their work, they make a declaration of confideality with regard to the personal information they use.

Budapest, 01 of July 2019
Prof. Dr. Benyó Zoltán
president
Semmelweis University - SzEB