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SEMMEWEIS UNIVERSITY

Standing Committee for Equal Opportunities

## INVITATION FOR APPLICATIONS FOR STUDENT ACCOMODATION

for the academic year 2020/21

Directorate of Dormitories of the Semmelweis University invites tenders based on the Semmelweis University Organizational and Operational Regulations Book III. Student Standards Part III.4. Student Allowance and Fee Payment Regulations (hereinafter: AFPR) for dormitory accommodation in the academic year of 2020/21.

The tender is invited for students starting their first year in September 2020; students transferring to Semmelweis University; or students applying for Semmelweis University's Masters Degree Programs.

A successful application will be considered invalid in the case that

- the applicant does not enrol at the university after admission, *OR*
- does not assume active status for the upcoming semester.

Directorate of Dormitories provides places in the following Dormitories with the following available capacities (including students of the Hungarian, English and German programs):

Balassa János Dormitory	92 people	(1083 Budapest, Tömő u. 35-37.)
id. Bókay János Dormitory	14 people	(1046 Budapest, Erkel Gyula u. 26.)
Káta Gábor Dormitory	39 people	(1139 Budapest, Hajdú u. 44.)
Markusovszky Lajos Dormitory	78 people	(1089 Budapest, Szenes Iván tér 7.)
Pető András Dormitory	13 people	(1118 Budapest, Villányi út 67.)

In accordance with with university statutes, 25% of the total number of dormitory places are offered for first year students.

### 1. Rules of the application

#### TIME FRAME FOR THE APPLICATIONS

**Tendering period: 10:00:00 a.m. 04 August 2020 – 11:59:59 p.m. 19 August 2020**

Students can submit their application

- via e-mail to the Standing Committee for Equal Opportunities  
([kozponti.szeb@semmelweis-univ.hu](mailto:kozponti.szeb@semmelweis-univ.hu))

**CONSIDERING THE CURRENT SITUATION THIS WAY IS THE MOST PREFERRED!**

*OR*

- in person at 'Oktatásigazgatási Hivatal' (1085 Budapest, Üllői út 26., Secretariat for Vice Rectors) from Monday to Friday 9:00-16:00

*OR*

- by post to the Standing Committee for Equal Opportunities (addressed to: Equal Opportunities Committee; Üllői út 26. Budapest, 1085 Hungary)

The applicant's social/welfare status (based on the 1. appendix of AFPR) and entrance examination performance will be taken into consideration by the committee, each of which will amount to a maximum of 60-60 points.

The applicant has the right to apply more than one dormitory, but they must rank their choices in the application form, which can be downloaded from here: <https://semmelweis.hu/hok/en/committees-of-the-students-union/dormitory-commission-and-dormitory-subcommissions/>

**If the applicant does not rank their choices for dormitory accommodation, their application will be considered invalid.**

**The applicant can be accommodated only in a dormitory that they selected in the application form. If any documents or information presented by the applicant is untrue, their application will be considered invalid, and the applicant will be expelled from the dormitory.**

#### REQUIRED ATTACHMENTS

The list of documents which are required to be attached to the application for the social/welfare status is available here: <https://semmelweis.hu/hok/en/committees-of-the-students-union/dormitory-commission-and-dormitory-subcommissions/>

(This is the 1. appendix of AFPR.)

A lack of any of the documents required for the determination of the per capita income of the household will result in -17 points awarded in the section for per capita income.

It is not compulsory to give information about the social/welfare status. If the applicant does not attach the documents required for the determination of their social/welfare status, their application will be considered to be last in line with regards to social/welfare status. This will partially impact their final ranking, hence the minimum of 0 points will be awarded for social/welfare status (out of 60).

Any sum of money stated on any of the attached documents have to be converted to Hungarian Forints (HUF) in accordance with the Hungarian Central Bank's (MNB's) exchange rates on 01 August 2020. The exchange rates are available on the MNB's website: <https://www.mnb.hu/en/arfolyam-tablázat?deviza=rbCurrencyAll&devizaSelected=EUR&datefrom=01%2F08%2F2020&datetill=01%2F08%2F2020&order=1>

With queries regarding social/welfare status or documents that need to be attached, please send an e-mail to:

[hok.szocialis@semmelweis-univ.hu](mailto:hok.szocialis@semmelweis-univ.hu)

In the subject line you should include:

- your NEPTUNE code AND
- the type of query you have e. g. TECHNICAL, SOCIAL etc.

With queries regarding other topics, please send an e-mail to:

[hok.kollegium@semmelweis-univ.hu](mailto:hok.kollegium@semmelweis-univ.hu)

Please write down your Neptun code into the subject or into the letter.

**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 requests!**

There is no opportunity for providing additional documents after submitting the application. The incorrect application is not required to be returned by the Application Review Working Group members.

Points for entrance examination performance will be awarded in accordance with the information provided by the Dean's Office/Office for Studies. The applicant does not have to attach any documents regarding entrance examination performance, however, they give the Standing Committee for Equal Opportunities the right to gain access to information regarding their performance.

#### APPRAISAL OF THE APPLICATIONS

Any application will be considered in accordance with current laws and university statutes; including any attached documents and certificates.

Applicants will only receive points for circumstances verified by official certificates.

After the appraisal of every application by the Social Committee and Application Review Working Group, the Standing Committee for Equal Opportunities will determine the final score for each application. After the decision has been made regarding the application, the Standing Committee for Equal Opportunities will inform the applicant about their final score.

Only the Standing Committee for Equal Opportunities' Letter of Decision shall inform the applicant of the committee's final and valid decision, including the applicants final score, partial scores and the status of their application.

**IMPORTANT: In accordance with current laws, the Standing Committee for Equal Opportunities can only determine the social/welfare status of any applicant once per semester.**

Final score is automatically 120 points for a candidate who is ranked in the first 10% of the dormitory capacity according to the social/welfare status rankings, and in the first 5% in the ranking of study performance. The rules for calculating remaining capacity are contained in 13/D.§ (7)-(9) of the AFPR.

The official letter from the Standing Committee for Equal Opportunities will inform the applicant if their application was successful or unsuccessful, their partial scores and final score, and the way and deadline to appeal an unsuccessful.

The Office for the Director of Dormitories will inform the applicant about the terms and conditions of living in the dormitories, the date at which the dormitory is ready to be occupied, and the fee to be paid for the accommodation.

After a successful application to a dormitory, the application can be cancelled until 15th August 2020 without further consequences by sending an e-mail to the [titkarsag.kollegiumok@semmelweis-univ.hu](mailto:titkarsag.kollegiumok@semmelweis-univ.hu) e-mail address. If the applicant defaults to cancel their place before the deadline, the fee for accommodation has to be paid for the month September.

If the applicant defaults to occupy their place in the dormitory on the date given by the Office for the Director of Dormitories, their place shall be taken up by the applicant next in line on the waiting list. If an applicant is unable to occupy the dormitory on the date given by the Office for the Director of Dormitories, they shall notify the Office for the Director of Dormitories to ask for an extension.

Applicants who did not have been granted dormitory room will be appointed to the waiting list (will be available here: <https://semmelweis.hu/hok/rolunk/hok-kozponti-testuletek/bizottsagok/kollegiumi-bizottsag/>). 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 AFPR's 13/D.§ (15)-(17).

For the School of PhD Studies, up to 10 beds are to be reserved. Application of PhD-students is assessed by the School of PhD Studies – 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 School of PhD Studies (<https://semmelweis.hu/phd/>).

*For applicants wishing to apply to Korányi Frigyes Dormitory:* Korányi Frigyes Dormitory reserves the right to amend and change the afore mentioned set of rules. The Invitation for Applications for Students Accommodation for Korányi Frigyes Dormitory will be issued by Korányi Frigyes Dormitory at a later date.

## DOCUMENTS NEEDED

- a, The list of documents needed and accepted are available as an appendix at the link previously mentioned.
- b, All pages of a document have to be attached for it to be considered valid.
- c, According to the AFPR's 1st Appendix a document will only be considered valid if: signatures and stamps are visible on the documents, if the signature or stamp validates the authenticity of the document OR in case the document was requested electronically, the stamp validating its authenticity shall be visible even when printed on paper.
- d, With any document that is not in English, an English translation shall be attached.
- e, The Standing Committee for Equal Opportunities reserves the right to request the original version of any document attached by the applicant at any time. If an untrue document is attached, appropriate measures will be taken.

f, Finding and attaching the documents that fit the requirements of the application is the responsibility of the applicant.

## **2. Data management**

1. Members of the Standing Committee for Equal Opportunities, the Committee for Student Welfare, the Office for the Director of Dormitories and the Students' Union are authorised for the management of personal data obtained during the application period.

2. Regarding the protection and management of personal data, applicants can turn to 'Nemzeti Adatvédelmi és Információszabadság Hatóság' or to courts.

3. Members of the Students' Union and the Students' Union's Social Committee and Application Review Working Group shall not disclose any personal data obtained during the application period.

Budapest, 16 July 2020.

Standing Committee for Equal Opportunities