



SEMMELWEIS UNIVERSITY

Standing Committee for Equal Opportunities

President

Prof. Dr. Zoltán Benyó

INVITATION FOR APPLICATIONS FOR STUDENT ACCOMODATION for the academic year 2023/24

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 2023/24.

The tender is invited for students who are in an **active or passive status in the University on 25 March 2023, or student of Semmelweis University's Master's 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	237 people	(1083 Budapest, Tömő u. 35-37.)
id. Bókay János Dormitory	39 people	(1046 Budapest, Erkel Gyula u. 26.)
Kátai Gábor Dormitory	101 people	(1139 Budapest, Hajdú u. 44.)
Markusovszky Lajos Dormitory	203 people	(1089 Budapest, Szenes Iván tér 7.)

Rules of the application

TIME FRAME FOR THE APPLICATIONS

Tendering period: 10:00:00 a.m. 01 June 2023 – 11:59:59 p.m. 30 June 2023

Students can submit their application via the Neptun System under Administration – Dormitory application. Here the student has to select the dormitories he/she wish to apply to and then rank them. Then, submit the form and if it is successful, it should appear under the Administration – Applications – Submitted Applications tab.

The applicant's social/welfare status (based on the 1. appendix of AFPR), the community services (based on the 3. appendix of AFPR) and scholastic records (based on the 2. appendix of AFPR) will be taken into consideration by the committee, each of which will amount to a maximum of 40-40-40 points.

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

a) 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/applications/application-for-dormitories/> (The 1st appendix of AFPR.)

The files shall be sent to Students' Union Student Welfare Committee: hok.applications@semmelweis.hu

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 40).

The applicant is responsible for the quality of the attached documents. Any documents that are not readable will be denied.

Any sum of money stated on any of the attached documents have to be converted to Hungarian Forints (HUF) in accordance with the average exchange rates of the Hungarian Central Bank (MNB) between April 15th and May 15th, 2023.:

Euro: 373,76 HUF
Hryvnia (Ukraine): 9,23 HUF
Dinar (Serbia): 3.19 HUF
Leu (Romania): 75,77 HUF
Koruna (Czech Republic): 15,92 HUF
Pound (United Kingdom): 425,35 HUF
Franc (Switzerland): 381,11 HUF

With queries regarding social/welfare status or documents that need to be attached, please send and e-mail to: hok.applications@semmelweis.hu

In the subject line you should include your NEPTUNE code.

b) For rating of community services, sports results, etc., it is required to send the certifications in e-mail to the Students' Union Dormitory Committee: hok.dormitory@semmelweis.hu

In case the student applying to dormitory would like to take their sports results into account, the adequate certifications are given out by the corresponding sports organization in the usual

way.

In case the required documents/certifications are not sent until the deadline, the related score given will be 0 (out of 40).

The community activities of the applicant will be evaluated according to the AFPR's 3rd appendix (available here: <https://semmelweis.hu/hok/en/applications/application-for-dormitories/>)

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 verified by Students' Union or by Dormitory Subcommittee
- Activities in a self active student group registered by the Students Union (BOE, MFHE, HUPSA, IÖCS)

In case of the following activities, the appropriate verification documents shall be attached:

- 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;
- 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: hok.dormitory@semmelweis.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), or about filling the form, using the keywords TECHNICAL or COMMUNITY. (e.g.: POPOPO, 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 requests!

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

The applicant's scholastic record is calculated on the basis of the data provided by the Dean's Office / Study Department of the competent Faculty according to 2. appendix of AFPR. There is no need for data to be provided by the applicant.

FURTHER RULES OF THE APPLICATION

- The applicant is required to submit their Dormitory Application by the end of the application period. The application is considered submitted if it is verified under the Neptun – Administration – Dormitory Application – Application status. After submission,

please verify whether it appears under the Submitted Applications tab.

- Social point determination requests can be submitted upon request until the end of the application period. The files shall be sent to Students' Union Student Welfare Committee.
- In the case of a social/welfare request, it is mandatory to attach the original document issued by the local government about the number and names of persons living in the applicant's place of residence, not older than 3 months.

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 Committee for Student Welfare, 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, and in the first 5% for the community service rankings. 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 within 8 working day 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 2023 without further consequences by sending an e-mail to the 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/en/applications/application-for-dormitories/>). 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 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 official 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.

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 Committee for Student Welfare shall not disclose any personal data obtained during the application period.

Budapest, 25 May 2023.

Prof. Dr. Zoltán Benyó
President