

CALL FOR APPLICATIONS FOR SUBSIDIZED HOUSING FOR UNDERGRADUATES OF THE STIPENDIUM HUNGARICUM PROGRAMME

FOR THE 2023/24 academic year

The Directorate of International Relations of Semmelweis University, in cooperation with the Center of International Training Programs and with the involvement of the Students' Union of Semmelweis University, invites applications for subsidized accommodation for the academic year 2023/24, based on the Semmelweis University Organizational and Operational Regulations Part III. Student Standards Chapter III.4. Remuneration and Benefits Policy (hereinafter referred to as: RBP).

The call for applications is open to undergraduate students participating in the Stipendium Hungaricum programme on 1 June 2023 and are in active or passive student status at the university.

The Directorate of International Relations is responsible for the application procedure.

A successful application will be considered invalid if

- the applicant does not take an active status for the following semester

Semmelweis University offers the following number of available accommodations at the Óbuda Student Hotel (25, Kunigunda útja, Budapest, H-1037; <https://odh.hu/index>):

120

APPLICATION PROCEDURE:

Application period:

from 10th of July, 2023 (10:00:00) till 25th of July, 2023 (23:59:59).

The application scoring form must be filled in and submitted electronically via the NEPTUN system (Administration – Requests – Available request forms – “Application form for students participating in Stipendium Hungaricum for subsidized housing (2023/2024 academic year)”.

The form must be accompanied by the documents to be taken into consideration for scoring as well as a signed version of the Declaration annexed to the call for application.

Only electronic documents in PDF and JPG format with a maximum size limit will be accepted as attachments to the application.

Multi-page documents are only valid if all pages are uploaded.

SCORING

The student's social situation, academic and community work and academic record are taken into account at scoring, each of which making you eligible to obtain up to 40 points by providing the necessary supporting documents.

Students will be ranked according to their scores, and a maximum of 40 points per category will be determined according to their ranking. It is still worth submitting an application even if there are no specific scientific community work or if none of the sections on social situation are valid. The application itself is still valid without them.

A) ACADEMIC RECORD

- The applicant's academic score will be calculated on the basis of the data provided by the relevant Faculty Dean's Office / Academic Department on the basis of the admission score. The applicant is not required to provide any data.
- The student's academic record is calculated from the weighted average of the last active semester's overall grade.

B) ACADEMIC AND COMMUNITY WORK

- The relevant supporting documents must be attached and submitted via NEPTUN.
- It is not compulsory to provide information on the scientific activity. If the applicant does not attach the documents necessary to define their scientific activities, the score for scientific activities will be 0.

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| Participation in Students' Scientific Association | 1 point/semester |
| Participation in Students' Scientific Association Conference organized at Semmelweis University | 1 point |
| Top placement at Students' Scientific Association Conference of Semmelweis University | 3 points |
| Demonstrator | 1 point/semester |
| Participation in a Hungarian scientific conference | 2 points |

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| Participation in an international scientific conference | 5 points |
| Primary author of a scientific work in an international journal | 10 points |
| Secondary author of a scientific work in an international journal | 8 points |
| Primary author of a scientific work in a Hungarian journal | 6 points |
| Secondary author of a scientific work in a Hungarian journal | 4 points |
| Primary author of a scientific work in a Rector's Award Competition | 4 points |
| Secondary author of a scientific work in a Rector's Award Competition | 1 point |

- For any questions concerning the certification of community activities and the uploading of documents, please send an e-mail to: hok.dormitory@semmelweis.hu
- The student is not obligated to provide any information on community activities. If the applicant merely attaches the documents necessary to determine their social/welfare status, the score for their community activities will be 0.
- The relevant supporting documents must be attached via NEPTUN.

C) SOCIAL/WELFARE CIRCUMSTANCES

- Questions can be sent to the following e-mail address: hok.applications@semmelweis.hu.
- In the subject line of the message, please indicate your NEPTUN ID
- It is not obligatory to provide information or documents about social status, but the applicant should note that in this case the score for this part will be 0.
- It is the responsibility of the applicant to ensure that documents are uploaded in an adequate quality. Should the documents are not legible, no points will be given for that factor.
- All documents must be translated into English.
- The original versions of the digitally uploaded certificates can be requested by the review team at any time. Uploading falsified documents will result in disciplinary action.
- Points are awarded for the following factors. The second column indicates the required document types.

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| Orphan | Death certificate | 10 points |
| Half-orphan | Death certificate | 5 points |
| Student sibling living in the same household | Student status certificate or Local government certificate providing the identity and status of the household members | 2 points per sibling |
| Job seeker | Certificate from the relevant organization or Local government certificate providing the identity and status of the household members | 5 points |
| Retired | Certificate from the relevant organization or Local government certificate providing the identity and status of the household members | 4 points |
| Raising own child | Birth certificate of the child | 10 points per child |
| Refugee | Certificate/acknowledgement from the government of Hungary | 10 points |

ADDITIONAL RULES OF APPLICATION

Applicants declare that in case of a successful application, they will enter into a contract with Semmelweis University and Óbuda Student Hotel. It is a fixed term contract for the duration of 1 year and will include the payment of additional fees and it stipulates that the student will not receive the housing allowance if they move out before the end of the fixed term.

The applicant may also apply to any other Semmelweis dormitory, but in this case you will be placed at the bottom of the waiting list (see the updated waiting list at <https://semmelweis.hu/hok/en/applications/application-for-dormitories/>).

During the assessment of social circumstances no corrections are allowed. The Students' Union provides opportunity for obtaining information on the detailed scoring procedure as well as on any errors/deficiencies in the application, which can be requested by the applicant at hok.applications@semmelweis.hu.

The student has the right to appeal, which they can do within 15 days of obtaining the result by sending an email to hok.applications@semmelweis.hu.

After the closing of the application period, the Directorate of International Relations together with the Student Welfare Committee will determine the final shortlist of candidates. Based on the final scores, the admission ranking of the Óbuda Student Hotel will be established and the Directorate of International Relations will notify the students.

Applicants who are not admitted to the Óbuda Student Hotel will be put on a waiting list. The waiting list ranking will be determined by the score obtained. As soon as accommodation at the Óbuda Student Hotel becomes available, it will be offered to the student at the top of the waiting list.

Students admitted successfully to the Óbudai Diák Hotel may cancel their place without any consequences within 5 days of the notification of the admission decision in writing via e-mail to stipendium.hungaricum@semmelweis.hu. In the event of cancellation after the above indicated deadline, the student will be charged the fee for the academic year 2023/2024.

Admitted students must take their place at the Hotel on the date set for moving in. If you are unable to do so, you must inform the Óbuda Student Hotel and the University in writing (seres.nora@semmelweis.hu), otherwise your accommodation will be given to another candidate from the waiting list.

DATA MANAGEMENT

- Personal data provided during the application process are processed by the Directorate of International Relations, the members of the Student Welfare Committee of the Students' Union as well as the staff assisting in administrative tasks. These data are and may be used exclusively for the assessment and processing of the submitted application.
- Concerning the management and protection of personal data, applicants may contact the National Authority for Data Protection and Freedom of Information and may also seek judicial remedies.

- Members of the Student Welfare Committee of the Students' Union do not make final decisions, they merely offer preliminary opinions on the applications submitted. By accepting the assignment, they also agree to maintain the confidentiality of the personal data they have obtained in the course of their deliberations.

Declaration

I, the undersigned

full name:

gender:

address:

NEPTUN ID:

place and date of birth:

mother's maiden name:

tax identification number:

passport number:

nationality:

as a Stipendium Hungaricum scholarship holder I hereby declare that I am applying for one place at a double room at Óbuda Student Hotel (odh.hu/index) rented by Semmelweis University, 25-27 Kunigunda útja, Budapest 1037, Hungary **for the period from 01 September 2023 to 31 August 2024.**

By signing this declaration, I acknowledge the following:

- The placement is conditional upon my acceptance and signature of a one-year Tenancy Agreement, which I will sign along with my rental receipt.
- I accept and sign a one-year Agreement with Semmelweis University as a condition of my accommodation.
- The rent of the accommodation is 62,000 (i.e. sixty-two thousand) HUF net per month
- The University is expected to contribute to the rent with the following amount: 10,350 HUF.
- The settlement of the remaining rent is as follows:
 - 40,000 (i.e. forty thousand) HUF/month of the rent will be irrevocably deducted from my housing allowance provided by the scholarship programme on a monthly basis by Semmelweis University between 01 September 2023 and 31 August 2024 or until the scholarship is cancelled
 - The remaining amount of 11,650 HUF/month will be paid through the NEPTUN system, which I will pay myself by the due date. In case of moving out before 31 August 2024, I will take care of the payment of the remaining 11,650 HUF/month.
- The rent of the accommodation will be deducted from my housing allowance even if I move out before 31 August 2024.

I further acknowledge that if the amount required for the full settlement of the debt is not available in the omnibus account maintained in the NEPTUN system, it may be enforced through legal proceedings in accordance with Semmelweis University's Debt Collection Policy.

Date: Budapest,/...../2023

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Signature