



## 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 application is open to **first-year students starting their studies at Semmelweis University in September 2023, students who have been accepted to Semmelweis University and established a legal relationship after March 25 of the current year, and students applying for a master's program in the current year.**

A successful application will be considered invalid in the case that

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

The Directorate of Dormitories provides accommodation in the following dormitories:

Balassa János Dormitory	72 people	(1083 Budapest, Tömő u. 35-37.)
id. Bókay János Dormitory	12 people	(1046 Budapest, Erkel Gyula u. 26.)
Kátai Gábor Dormitory	31 people	(1139 Budapest, Hajdú u. 44.)
Markusovszky Lajos Dormitory	65 people	(1089 Budapest, Szenes Iván tér 7.)

#### **Rules of the application**

You can only apply for dormitory admission (placement) in electronic form by filling in the data of the Dormitory module of the Unified Higher Education System (NEPTUN-EFTR) (Administration - Dormitory application menu item). Applicants can only be accommodated in the dormitory that they indicated on the application form.

For dormitory placement, the applicant may nominate several dormitories, but must rank the designated dormitories in the NEPTUN System. **If you do not set up a dormitory order, your application will be considered invalid.**

During the calculation of points, the student's social situation (according to Appendix III.4.-1. of the TJSZ) and admission results are considered, based on which 60-60 points can be obtained if the necessary certificates are submitted.

The application period lasts **from August 3, 2023, 10:00:00 a.m. to August 18, 2023, 11:59:59 p.m.**

#### **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](mailto: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 60).

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

On the social data sheet, all students of the Faculty must convert the amounts certified in non-Hungarian currency into forints according to the average exchange rates of the MNB between June 29, 2023 and July 29, 2023:

Euro: 377.99 HUF  
Hryvnia (Ukraine): 9.29 HUF  
Dinar (Serbia): 3.22 HUF  
Leu (Romania): 76.46 HUF  
Pound (United Kingdom): 440.17 HUF

You can get answers to your questions about the evaluation of the social situation and the attachment of documents by e-mail at [hok.applications@semmelweis.hu](mailto:hok.applications@semmelweis.hu).

In the subject line, please include your Neptun code, the faculty you are attending, and whether the e-mail is technical (e.g.: the data sheet cannot be submitted/the system calculated the points incorrectly), or with the keywords TECHNICAL and SOCIAL related to the submission. (e.g.: POPPOPO, AOK, SOCIAL)

b) The applicant's academic performance is determined by TJSZ 13/D. According to § (10a), it is calculated based on the data provided by the Dean's Office/Study Department of the relevant Faculty. The applicant does not need to provide data for this.

You can get answers to other questions about the application by e-mail at [hok.dormitory@semmelweis.hu](mailto:hok.dormitory@semmelweis.hu).

**Attention! The Board of the University Dormitories is not in a position to provide information about the application, they do not manage the application!**

### **Additional rules of the application**

- By the end of the application period, the applicant must submit his Dormitory application. The application is considered submitted if this is proven under the Neptun – Administration menu – Dormitory application menu item – Application status. Students are asked to check after submission.
- If the student wishes to determine social points, the applicant must submit the appropriate applications by the end of the application period.
- 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.

### **The 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.

**IMPORTANT: Pursuant to the relevant legislation, the SZEB can determine the student's social situation once per semester, so the scores for those who will also apply for a social scholarship in September are calculated based on the social data sheet that has just been submitted!**

The admission score of the applicant who ranks in the first 10% of available dormitory places in the ranking according to social status, and in the first 5% in the ranking of academic performance, automatically has a maximum score of 120 points.

The rules for calculating the remaining places are contained in paragraphs (11)-(13) of TJSZ § 13/D.

The sum of the sub-scores generated from the rankings gives the final score, based on which the SZEB decides on the dormitory placement in a decision and notifies the applicants accordingly.

The application is not valid if it is not recorded electronically in the NEPTUN System under the Administration - Dormitory application menu item!

Applications submitted late, not recorded in the NEPTUN System by the deadline, or formally inadequate or incompletely filled in applications will be rejected without a substantive examination.

Providing false data will result in the rejection of the application or exclusion from the college. If the applicant does not prove a fact beneficial to him in the prescribed manner, then his application must be evaluated by ignoring this unproven fact.

The applicant can find out about the decision, their partial and total score, and their place in the ranking in the decision sent to the active e-mail address recorded in the Neptun System. In case of rejection, the method and deadline for filing the appeal (remedy) is also included in the sent decision.

Students admitted to the dormitory are informed by the Directorate of the Dormitories about the conditions and dates of occupying the place, the amount of the dormitory reimbursement fee to be paid and the conditions and deadlines related to the payment.

After successfully participating in the dormitory admission procedure, the student can cancel his place in writing by the deadline set by the Board of the Dormitories without any consequences via the e-mail address [titkarsag.kollegiumok@semmelweis-univ.hu](mailto:titkarsag.kollegiumok@semmelweis-univ.hu). In case of cancellation after the indicated deadlines, the student will be charged the dormitory fee for the month of September.

A student who has applied for a place in a dormitory must occupy the place at the time designated for moving in. If you are disabled, you must notify the college in writing, otherwise your place will be filled from the waiting list.

A waiting list will be set up of applicants who have not won a dormitory placement (which will be continuously monitored here: <https://semmelweis.hu/hok/rolunk/hok-kozponti-testuletek/bizottsagok/kollegiumi-bizottsag/>). The place of a senior student that becomes vacant during the academic year can be filled in the order of the places filled on the waiting list. The method of the procedure is laid down in paragraphs (15)-(17) of TJSZ § 13/D.

10 places must be provided for the Doctoral School out of the available places. The Doctoral School evaluates the applications of PhD students, considering the aspects of the application, within its competence and makes a proposal for the placement of the students. The call for tenders will be published by the Doctoral School in time on its own advertising platforms (<https://semmelweis.hu/phd/>).

The application of applicants to the College of Professional Studies is independent of this application, the College of Professional Studies sets its own conditions, which the College of Professional Studies publishes in the usual way.

### **Documents needed**

- a) The list of documents to be attached to the social data sheet during the tender is available on the following page: <https://semmelweis.hu/hok/palyazatok/sozialis-osztondijak/>.
- b) The necessary and acceptable forms of certification are included in this list.
- c) Only electronic documents in PDF and JPG format will be accepted as attachments to applications.
- d) Multi-page documents are only valid if all pages are uploaded.
- e) SZMSZ III. Book III.4. Documents to be submitted as original documents in Annex Part 1 can only be accepted in the following cases: documents validated with a signature and seal can only be accepted if the signature and seal certifying authenticity are on the document and this is clearly visible and legible on the electronic document. Original documents requested electronically will be accepted if the stamp indicating electronic authenticity is clearly visible and legible.
- f) In the case of non-Hungarian documents, it is necessary to upload your own, complete translation alongside them. In the absence of this translation, the

- uploaded document will not be accepted.
- g) The size of uploaded documents cannot exceed 2 MB each.
  - h) The documents must be uploaded in the appropriate places of the electronic form. Only documents uploaded to the appropriate place can be considered during the assessment.
  - i) The SZEB can request the original copies of the uploaded certificates at any time. Uploading false documents will result in the initiation of disciplinary proceedings.
  - j) By uploading the document, the applicant assumes responsibility for the formal and content compliance of the documents issued by other persons or bodies as specified in the call for tenders.

### **Data management**

- a) The members of the SZEB and the Preparatory Evaluation Working Group and the staff assisting in administrative tasks are authorized to handle and process the personal data provided during the application. These data are and may be used exclusively for the evaluation and processing of the submitted application.
- b) In relation to the management and protection of personal data, the applicant may apply to the National Data Protection and Freedom of Information Authority and may also seek legal remedies.
- c) The student members of the SZEB Preparatory Working Group do not make a final decision, they only make a preliminary assessment of the submitted applications. By accepting the invitation to the task, they also declare confidentiality regarding the personal data that came to their attention during the reviews.

Budapest, 29 July 2023

Prof. Dr. Zoltán Benyó  
President