



## SEMMELWEIS UNIVERSITY

Standing Committee for Equal Opportunities

President

PROF. DR. ZOLTÁN BENYÓ

### INVITATION FOR APPLICATIONS FOR STUDENT ACCOMODATION for the academic year 2024/25

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 2024/25.

The application is open to **first-year students starting their studies at Semmelweis University in September 2024, 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	88 people	(1083 Budapest, Tömő u. 35-37.)
id. Bókay János Dormitory	14 people	(1046 Budapest, Erkel Gyula u. 26.)
Kátai Gábor Dormitory	39 people	(1139 Budapest, Hajdú u. 44.)
Markusovszky Lajos Dormitory	77 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 5, 2024, 10:00:00 a.m. to August 16, 2024, 11:59:59 p.m.**

#### **Required attachments**

**The data sheet for determining the social status must be filled out and submitted electronically via the NEPTUN System (can be found under Administration – Applications – Fillable applications tab).** The electronic data sheet must include the mandatory documents and certificates published on the page <https://semmelweis.hu/hok/files/2020/05/List-of-required-documents.pdf>

After filling out the form, the successfully submitted application can be found on the "Submitted applications" tab. You don't have to post anything during the application!  
On the same website, you can find a sample of some required declarations and a filling guide for the social data sheet.

In the absence of a document required for the per capita income of the household (e.g. declaration of lack of second job), **the applicant will receive -17 points for the per capita income!**

**It is not mandatory to fill in the form for determining the social status**, but in this case, or in the case of a data sheet submitted without documents, or an application sent with a deficiency that renders the application data sheet inevaluable, the applicant will be placed last in the admission ranking based on social status. This list does not reflect the final admission order, you will receive 0 points (out of a maximum of 60) as a social component in your final dormitory admission score.

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 11, 2024 and July 11, 2024:

Euro: 395.23 HUF  
Hryvnia (Ukraine): 9.05 HUF  
Dinar (Serbia): 3.38 HUF  
Leu (Romania): 79.42 HUF  
Pound (United Kingdom): 467.60 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.: PÓPÓPÓ, ÁOK, SOCIAL)

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. The application is considered submitted if it appears on the Neptun – Administration menu – Applications menu item – Submitted applications tab. Students are asked to check whether the submitted application appears.
- Only certificates uploaded using the Attachment button next to each field will be considered during the application. Documents that are subsequently uploaded to the Document Library, but the student does not attach them to the application using the Attachment button, cannot be considered.
- In the case of a social application, during the application period, before submitting the application, it is mandatory to attach an official certificate that complies with the application regulations. In the absence of this, the request for social scoring will be rejected. If names and/or years of birth are not listed on the official certificate, the applicant is obliged to attach a statement/address card containing this information in addition to the official certificate. If these are not provided, the request for social scoring will be rejected.
- In the electronic form, all persons listed on the official certificate must be listed separately by adding the persons and must be verified with authentic documents in accordance with the person's status (except for persons who do not live together in the household, as referred to in Annex III.4.-1 of the TJSZ it is necessary to upload a statement accordingly). If the status of a person listed on the official certificate is not properly verified, the minimum -17 points will be calculated for the income per person.

### **The appraisal of the applications**

- Applications received will be assessed in accordance with the applicable laws and regulations, as well as on the basis of the circumstances indicated on the form and the certificates attached to them.
- The applicant can only receive points for the status or circumstance indicated on the electronic form and verified in electronic form in accordance with the call for tenders.
- Applications remain in the "Processing" status even after evaluation.
- During the assessment of the social situation, the SZEB does not provide opportunities to fill gaps. The HÖK provides an opportunity for information on the score of the submitted application and the detailed process of scoring, errors/deficiencies in the application, which the applicant can request at [hok.applications@semmelweis.hu](mailto:hok.applications@semmelweis.hu). It is also possible to correct errors until the 5th day before the end of the tender (including August 11, 2024). After the corrections and modifications, the application must be submitted again! It is the applicant's responsibility to return it. In case of failure to resubmit, the application cannot be considered.
- Members of the Social Committee are not obliged to automatically return an incorrect application form for correction.
- After evaluating and summarizing all the applications, following the opinion of the Preparatory Working Group, the Social and Equality Committee determines the total score and communicates it to the student electronically on the NEPTUN System within 8 working days of the decision.
- Partial scores, total scores, and the status of dormitory admission are officially informed only and exclusively by decisions sent by SZEB within 8 working days of the decision being made after the evaluation and summarization of the applications. However, students can see in the Administration - Applications - Submitted applications - Plus sign - Scores window in the "Answer modified by administrator/reviewer" column if they made a mistake and a point deduction was made. In such cases, they can request information at [hok.applications@semmelweis.hu](mailto:hok.applications@semmelweis.hu). It is advisable to check several times during the period whether points have been deducted, because the correction of

applications is done in stages.

**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.hu](mailto:titkarsag.kollegiumok@semmelweis.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/files/2020/05/List-of-required-documents.pdf>
- 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, August 1, 2024

Prof. Dr. Zoltán Benyó  
President