III. STUDENT REQUIREMENT SYSTEM  
III/2.5/(a)–(g) Annexes for dormitories

Annex 5/a Basic dormitory services  
Annex 5/b Basic classification criteria for comfort levels in dormitories  
Annex 5/c Dormitory fees and charges  
Annex 5/d Agreement between the Senate and the Student Council  
Annex 5/e Dormitory Admission Rules and Regulations  
Annex 5/f Application for deferred dormitory fee payment / payment in instalments / payment exemption  
Annex 5/g Dormitory application form for non-Hungarian speaking students without Hungarian citizenship

Agreed upon by BCE HÖK, with its Resolution 107.b/2014/2015 the Senate supported the approval of the annexes for dormitories.

Concurrently with this, the previous regulation issued on the same subject-matter was repealed.

Amended by Senate Resolution  
SZ-143/2015/2016 (2016. 18. 05.)  
SZ-80/2016/2017 (2017. 31. 01.)  
SZ-93/2016/2017 (2017. 28. 02.)  
SZ-125/2016/2017 (2017. 30. 05.)  
SZ-3.b/2017/2018 (2017. 17. 10.)  
SZ-77/2017/2018 (2018. 25. 05.)  
SZ-78/2017/2018 (2018. 25. 05.)  
SZ-63.c/2018/2019 (2019. 04. 06.)

AI-SZ/12/2019
Minimum (compulsory) operational conditions for the dormitory or hall of residence (hereinafter jointly referred to as "hall of residence") based on Annex 3 to Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education

1. As objects or infrastructural facilities the following shall be provided

   (a) a property, which is in possession of, leased by, managed as an asset or used by the hall of residence, or in case of a dormitory by the higher education institution, for a minimum of 5 years and serves the purpose of accommodation in a hall of residence or dormitory, with the relevant occupancy permit;
   
   (b) 1 bed, 1 writing desk, 1 chair and 1 wardrobe for personal use for each occupant;
   
   (c) 1 duvet, 1 pillow for each occupant;
   
   (d) in accordance with the provisions of the Government Decree on national settlement planning and construction requirements (hereinafter referred to as OTÉK), a bathroom and a toilet;
   
   (e) in the case of halls of residence or dormitories that have places for at least 100 occupants, accessible entrance and seamless mobility as prescribed in OTÉK, an elevator, stair lift or platform lift as described in OTÉK, as well as 1 room with seamless accessibility, alongside a fully accessible bathroom and toilet per 100 occupants;
   
   (f) cooking and food warming facilities: 1 hot plate of 1000 W or an equivalent gas cooker per at least 25 occupants;
   
   (g) heating;
   
   (h) minimum hot water supply of 80 l/day per occupant;
   
   (i) minimum water supply of 140 l/day per occupant;
   
   (j) laundry and ironing facilities: 1 pc of automatic washing machine (with a maximum load of 5 kg) and a minimum of 1 ironing board, per 50 occupants;
   
   (k) 1 Internet access end-point or wireless connection per occupant;
   
   (l) computer workstations in a minimum number equivalent to 5% of all places in the hall of residence or dormitory but such computer workstations should not be fewer than 3. Internet connection and thus access to the electric library services of the higher education institution should be provided through these workstations;
   
   (m) a minimum of net 7 m² living space per occupant;
   
   (n) concurrently study spaces in a number equivalent to 5% of all places but for not less than 3 occupants in a study room, wherein a floorspace of at least 2 m² shall be provided for each student with chairs and tables to use;
   
   (o) the rooms shall be equipped with an electrical system for the electricity supply of refrigerators, hair dryers and non-heat generating devices of less than 200 W (such as TV, video, coffee and tea maker, electric razor, electronic entertainment devices, household devices with low energy consumption), with at least 1 plug per occupant;
   
   (p) refrigerators with a capacity of 25 l per occupant;
   
   (q) easy-to-clean flooring.

In the event a number of different halls of residence or several such buildings belong to the same operator on the training site, or the same higher education institution operates several dormitories or dormitory buildings therein, the conditions and facilities set forth in Section (e) may be met and ensured.
in the designated hall of residence or dormitory building(s) jointly with regard to the number of seamlessly accessible rooms.

2. In terms of finance the following shall be submitted or presented:
   (a) budget planning for a course of five years, calculated at the current year’s rate, with documents that prove the grounding of the revenue,
   (b) proof of the necessary sources on the operator’s side.

3. The budget shall at least cover the following costs and expenses:
   (a) personnel wages and contributions;
   (b) general clean-up in the dormitory or hall of residence twice a year;
   (c) daily cleaning of the bathrooms, toilets and other rooms in common use;
   (d) the hygienic painting of the health room, the bathrooms and toilets on a yearly basis;
   (e) the hygienic painting of at least one-fourth of all living rooms, on a yearly basis;
   (f) the hygienic painting of at least one-fourth of all common rooms, on a yearly basis;
   (g) the provision of a reserve for the refurbishment of at least one-tenth of all places (with the replacement of beds, writing desks, wardrobes, duvets and pillows), on a yearly basis;
   (h) public utility costs;
   (i) pest control in the buildings as appropriate, but at least once a year.

4. In terms of personnel the following shall be provided:
   (a) 1 manager in full-time employment;
   (b) 24/7 on-call service;
   (c) 24/7 portal service, which may be replaced by an access control system.

5. The memorandum and articles of association of the hall of residence shall contain the following, as a mandatory requirement:
   (a) official name;
   (b) name and address of the operator;
   (c) registered address of the headquarters and all premises;
   (d) form of representation;
   (e) key activities and the related tasks;
   (f) maximum number of places;
   (g) available immovables and the right of disposition of assets.

Besides the continuous provision and operation of the above, basic dormitory services also cover the enabled operation of personal computers, electronic entertainment devices and that of household devices with low energy consumption.
Annex 5/b

Basic classification criteria for comfort levels in dormitories

The classification of the places is governed by an agreement, which must be signed between the higher education institution head and the Student Council, until 30 May prior to the beginning of the semester, wherein

(a) dormitory places can be classified in category I only if the water block is in common use, 3 or more occupants are placed in one room and the building has not been reconstructed within the past 10 years;

(b) dormitory places can be classified in category II if fewer than 3 occupants are placed in one room;

(c) dormitory places can be classified in category III if a complete water block is available for each or every two rooms, and fewer than 3 occupants are placed in one room;

(d) dormitory places can be classified in category IV if a complete water block is available for each or every two rooms, and fewer than 3 occupants are placed in one room, and the building has been reconstructed within the past 10 years.

Financing categories per comfort level category

Monthly dormitory fees for students in State-funded/State scholarship training programmes or for students in State-funded doctoral training programmes may not be higher (HUF/person/month) than

- category I: 8% of the annual sum of the dormitory normative
- category II: 10% of the annual sum of the dormitory normative
- category III: 12% of the annual sum of the dormitory normative
- category IV: 15% of the annual sum of the dormitory normative
Corvinus University of Budapest
Charges and fees in the Székesfehérvár Campus Dormitory

1 Amended by Senate Resolution SZ-143/2015/2016 (2016. 18. 05.).
Dormitory fees for full-time and PhD students in State-funded/State scholarship training programmes, for students receiving partial State scholarship, and for self-financing students paying a tuition fee

<table>
<thead>
<tr>
<th>DORMITORY</th>
<th>PLACEMENT Persons/room</th>
<th>COMFORT LEVEL</th>
<th>DORMITORY FEE (for students in State-funded/State scholarship training programmes) HUF/person/mont h*</th>
<th>DORMITORY FEE (for students receiving partial State scholarship or paying a tuition fee) HUF/person/mont h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Székesfehérvár Campus Dormitory</td>
<td>1–2</td>
<td>IV.</td>
<td>HUF 11,300</td>
<td>HUF 24,000</td>
</tr>
</tbody>
</table>

*Only for boarding students with a student status in State-funded training programmes.

Corvinus University of Budapest

Other charges and fees in the Székesfehérvár CAMPUS Dormitories

| Charge for entrance card or key replacement | HUF 3,000/item |
| Charge for irregular cleaning | HUF 5,000/room/occasion |
| Visitors fee | HUF 1,000/person/occasion |
| Penalty (for each overdue payment) | HUF 1,000/occasion |
| Move-in application fee (deposit) | HUF 11,000 |

Corvinus University of Budapest
Charges and fees in KÖZGÁZ CAMPUS dormitories

Dormitory fees for full-time and PhD students in State-funded/State scholarship training programmes, for students receiving partial State scholarship, and for self-financing students paying a tuition fee

<table>
<thead>
<tr>
<th>DORMITORY</th>
<th>PLACEMENT PERSONS/ROOM</th>
<th>COMFORT LEVEL</th>
<th>DORMITORY FEE (FOR STUDENTS IN STATE-FUNDED/STATE SCHOLARSHIP TRAINING PROGRAMMES) HUF/PERS/MONTH*</th>
<th>DORMITORY FEE (FOR STUDENTS RECEIVING PARTIAL STATE SCHOLARSHIP OR PAYING A TUITION FEE) HUF/PERS/MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinizsi Dormitory</td>
<td>2</td>
<td>II.</td>
<td>HUF 11,650</td>
<td>HUF 27,000</td>
</tr>
<tr>
<td>Kinizsi Dormitory</td>
<td>3-4</td>
<td>I.</td>
<td>HUF 9,300</td>
<td>HUF 25,000</td>
</tr>
<tr>
<td>Tarkaréti Dormitory</td>
<td>3</td>
<td>I.</td>
<td>HUF 9,300</td>
<td>HUF 25,000</td>
</tr>
<tr>
<td>Földes Ferenc Dormitory</td>
<td>2 3-4</td>
<td>PPP construction IV</td>
<td>HUF 17,475</td>
<td>HUF 40,000</td>
</tr>
<tr>
<td>Rajk László</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5 Amended by Senate Resolution SZ-143/2015/2016 (2016. 18. 05.).
<table>
<thead>
<tr>
<th>Special College</th>
<th>3–4</th>
<th>I.</th>
<th>HUF 9,300</th>
<th>HUF 22,500</th>
</tr>
</thead>
</table>

*Only for boarding students with a student status in State-funded training programmes.

**Charges and fees for additional services in KÖZGÁZ CAMPUS dormitories**

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Kinizsi Dormitory</th>
<th>Tarkaréti Dormitory</th>
<th>Földes Ferenc Dormitory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional service fee payable by State-funded/State scholarship students</td>
<td>HUF 4,050/person/semester</td>
<td>HUF 4,050/person/semester</td>
<td>HUF 8,350/person/semester</td>
</tr>
<tr>
<td>(operation of lifts, fire alarm systems, daily maintenance, refuse collection etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cultural contribution*</td>
<td></td>
<td></td>
<td>HUF 2,000/person/semester</td>
</tr>
<tr>
<td>Visitors fee</td>
<td>HUF 1,000/person/occasion</td>
<td>HUF 1,000/person/occasion</td>
<td>HUF 1,000/person/occasion</td>
</tr>
<tr>
<td>Penalty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge for entrance card or key replacement</td>
<td>HUF 3,000/item/occasion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move-in application fee (deposit: the currently smallest dormitory fee to the building)</td>
<td>HUF 9,300</td>
<td>HUF 9,300</td>
<td>HUF 16,000</td>
</tr>
<tr>
<td>Charge for irregular cleaning</td>
<td>HUF 5,000/room/occasion</td>
<td>HUF 5,000/room/occasion</td>
<td>HUF 5,000/bathroom/occasion</td>
</tr>
<tr>
<td>Charge for gym usage</td>
<td>Pursuant to the decision made by the Physical Education and Sports Centre</td>
<td>HUF 7,500/semester</td>
<td>–</td>
</tr>
</tbody>
</table>

Other compensation fees and charges are payable according to the Student Disciplinary and Compensation Policy.

*The cultural contribution payable by the students is governed in Section 20(4) of HTJSZ.*
An
nex 5/da\textsuperscript{12, 13}

\textsuperscript{12} Amended by Senate Resolution SZ-143/2015/2016. (2016. 18. 05.).
\textsuperscript{13} Repealed by Senate Resolution SZ-93/2016/2017 (2017. 28. 02.). Effective from: 01 March 2017.
Amended by Senate Resolution SZ-143/2015/2016 (2016. 18. 05.).

Corvinus University of Budapest

Single Dormitory Admission Policy

I. GENERAL PROVISIONS

(1) As defined in Section III.7.1 of the Organizational and Operational Rules of Corvinus University of Budapest (hereinafter referred to as BCE or University), namely in Section 13(2) of the Organizational and Operational Rules of the Dormitories of BCE and the Special Colleges Operating in the Dormitories (hereinafter referred to as OOR), the purpose of the places mentioned therein is to accommodate students, as specified in Acts, decrees and the regulations of the University and this policy, during term-time and the examination periods, as well as outside such periods (vocational practice), in periods during which academic requirements included in the qualification requirements and the curricula are being fulfilled.

(2) Concerning the submission, assessment and scoring criteria of applications for dormitory admission, in line with Government Decree 51/2007 (III. 26.) on grants available for higher education students and fees paid by them, and in accordance with the University Regulation on Student Fees and Benefits, the University stipulates the following policy as described in this Annex.

(3) The call for application for dormitory placement or admission is announced jointly by campus heads, in consultation with the University Dormitory (UD) desk officer, as declared in the Statute of the University Student Council, and the President of the Student Social Committee (hereinafter referred to as HSZB). The announcement is made available in the Single Education System of Neptun (hereinafter referred to as Neptun), on the HSZB website and on dormitory websites, together with the features of the dormitory building and the campus, including the peculiarities and differences, until 31 May or 01 December each year. The finalization of the announcement falls within the responsibility and competence of campus heads. The publication of the announcement falls within the responsibility and competence of UD desk officers.\footnote{Amended by Senate Resolution SZ-143/2015/2016 (2016. 18. 05.).}{\footnote{Amended by Senate Resolution SZ-125/2016/2017 (2017. 30. 05.). Effective from: 31 May 2017.}}\footnote{Amended by Senate Resolution SZ-63.c/2018/2019 (2019. 04. 06.). Effective from: 05 June 2019.}{\footnote{Amended by Senate Resolution SZ-77/2016/2017 (2018. 25. 05.). Effective from: 25 May 2018.}}\footnote{Amended by Senate Resolution SZ-36/2018/2019 (2018. 18. 12.). Effective from: 19 December 2018.}

Students admitted to the first year of the training programme (BA, BSc, MA, MSc) will receive, together with the university (faculty) notice of admission, all the necessary information in connection with the
dormitory admission procedures, which will also be available on the University website and on the webpage of dormitory buildings.

(4) Applications for dormitory placement may be made through filling out and submitting the Dormitory Application Form on Neptun. In parallel with applications for dormitory placement, applications may be submitted for Regular social grants in a separate form. The scores attained with the submitted application form for Regular social grants will also be considered in the admission score received for dormitory placement. Applications for dormitory placement do not require the submission of a valid application for Regular social grants. In this case the dormitory application procedure will calculate with 0 point for the social section in the total score. 21

(5) Dormitory (placement) admission may be requested by

(a) Hungarian students, Hungarian students from the neighbouring countries or foreign students studying under an international agreement, who have been admitted to the faculties of the University and are taking part in the full-time scheme (daytime) or in full-time PhD training programme.

(b) Throughout its dormitory admission procedure Corvinus University of Budapest will be in favour of its students with a State scholarship financing status.

(c) Only those students may apply for admission to Közgáz Campus dormitories, through the admission procedure, who have a permanent place of residence outside the administrative boundaries of Budapest. 22

(d) Only those students may apply for admission to the Székesfehérvár Campus Dormitory who have a permanent place of residence outside the administrative boundaries of Székesfehérvár.

(e) Those who voluntarily undertake to meet the requirements concerning dormitory rules and regulations.

(6) Dormitory admission may be valid for a semester (5 months) or an academic year (10 months), wherein dormitory placement for any further period needs a new application. Students taking part in a bachelor education programme of 6+1 semesters are not subject to these requirements, since in the 7th semester they can only apply for dormitory placement for 5 months.

(7) Moving out, free of charge, before the date indicated at the time of application expires (waiving of the place, that is) is only possible with the presentation of a medical document or any other equivalent proof, provided that such cases may as well receive irregular social grants or concern marriage. Waiving requires the submission of a copy of the attesting document, or its original must be presented to the Building Administrator of the given dormitory building. A total (100%) of the fee shall be paid for each

commenced month, and students will lose the fee (deposit) paid at the time the Move-in application form was submitted, with the exception of students just starting their partial studies abroad (provided that this has been timely and formally proven, in compliance with their move-out registration requirements). In the event the applicant has been granted dormitory placement for an academic year, he/she will lose his/her dormitory place for the second semester if a respective waiver is submitted through Neptun until 15 December. The applicant cannot be obliged to pay any fee in connection with this. Students who have 10-month dormitory accommodation may not apply for a dormitory place in the dormitory application procedure announced for the spring semester.

(8) In the event the applicant has been granted dormitory placement for 5 months or has waived of his/her dormitory boarding services for the second semester, and he/she has failed to officially move out from the dormitory by the deadline set in consideration of the academic year's schedule (until no later than the expiry date of the boarding agreement, or until the deadline agreed upon in the Move-out application form submitted through Neptun), the applicant will lose the fee (deposit) paid at the time when the Move-in application form was submitted. 23

(9) If the applicant has been granted accommodation during the dormitory admission procedure, he/she shall submit a Move-in application form after the payment of the deposit, but not later than one week after he/she has been notified of the admission. If move-in is due within 1 week's time, the Move-in application form must be submitted by the time of moving in at the latest. If the successful applicant fails to submit the afore-mentioned form, his/her application submitted in the dormitory admission procedure will become null and void. Upon the submission of the Move-in application form, the student's boarding agreement (Accommodation Contract) will also become effective, even if not signed. The applicant will be subject to dormitory fee payment. Requirements for dormitory students and the provisions for the termination of the accommodation contract (or boarding agreement) will also become applicable to him/her. 24

(10) Dormitory placement requested for an academic year (10 months) or a semester (5 months) may be modified free of charge to a semester (5 months) or an academic year (10 months) respectively. For this, an application must be submitted through Neptun applications between 01 and 07 December. Applications for extended accommodation will be assessed by the respective Campus head, and the Move-out application form (waiver) will be acknowledged by the respective Campus head. 25

(11) When the student status of a dormitory student who moved in the dormitory ceases (or becomes passive) and/or his/her training scheme changes (including, in particular, from full-time to part-time or correspondence learning scheme) and/or his/her form of financing changes (including, in particular, from

(12) The processing of dormitory admission applications, their scoring and aggregation fall within the competence of the Közgáz Campus Directorate and the University Dormitory (UD) desk officer. (Special college applications defined in Subsection (18) of this Section are excluded.) The establishment of the results of the dormitory admissions procedure (see Subsection (15) of this Section) falls within the competence of the Building Administrator and the NEPTUN administrator of the dormitory building concerned, on the basis of the data received from Neptun and subject to the approval of the head of the campus concerned. Remarks in connection with the result may be submitted in the manner and by the deadline defined in the application system by submitting a request for observation, which will be judged by campus heads, seeking the opinion of the Neptun administrator and the UD desk officer. (The gathering of the remarks and their preliminary assessment falls within the UD desk officer and the Neptun administrator's competence.)

Steps of the dormitory admission procedure:

- Launch the admission procedure, set and publish deadlines (Responsible persons: campus heads, dormitory coordinators, UD desk officer (publication) and HSZB president, Neptun administrator), in compliance with the tender for regular social grants, running parallel, with the involvement of the Central Academic Office.

- Set the terms and modification period for dormitory cycles and the admission procedure in Neptun, ensure availability for the group during the entire procedure pursuant to the deadlines (Open and close Neptun) (Responsible person: Neptun administrator)

- Assess and score the dormitory application forms (Responsible persons: UD desk officer), return them for the provision of any missing information (notification in Neptun or by the UD desk officer), add up scores

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- Set scoring thresholds, announce first-round results (Responsible persons: campus heads, dormitory coordinator, Building administrators, UD desk officer, Neptun administrator (set results in Neptun))

- Period to submit comments and remarks (revise and assess applications) (Responsible persons: UD desk officer), applicants may request to be included in a waiting list during the submission procedure, inclusion in the waiting list is not automatically done

- Set final scoring threshold (Responsible persons: campus heads, dormitory coordinator, Building administrators, UD desk officer and Neptun administrator)

- Announce results, dispatch notifications (Responsible persons: Building administrators (dispatch letters about move-in), Neptun administrator (dispatch Neptun notifications, decisions on rejection, set results in Neptun, open and close move-in applications and aggregate the submitted applications for building administrators.)

- Manage waivers and fill places that have become vacant from the waiting list: Persons from the waiting list can be granted accommodation with a submitted Move-in application form only. Any such application must be submitted not more than 48 hours after a vacant place has been put on offer.

(13) Boarders/students taking part, as assessors, in the dormitory admission procedure and the concurrent tender for Regular social grants may not apply for any such places. The existing places taken by the boarders must be ensured for 10 and 5 months in the summer and winter process respectively, wherein they must meet the terms and conditions of the boarding agreement. Student assessors who are not boarders shall be provided places in the dormitory in accordance with their Dormitory application form submitted outside this tendering process. Students involved in the procedure must not be subject to any disciplinary proceeding and/or any penalty pursuant to a final disciplinary decision. Students involved in the assessment procedure must make a legal statement on data handling in connection with the application assessment, which will be issued by the Administrative Directorate.

(14) The dormitories, special colleges and rental properties maintained by the University and their places are contained in the following table:

<table>
<thead>
<tr>
<th>Name of dormitory/rental property</th>
<th>Number of places</th>
<th>Special colleges for advanced studies and other available places</th>
<th>Total number of places</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dormitory Name</th>
<th>Capacity</th>
<th>IOK</th>
<th>SH</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarkaréti Dormitory</td>
<td>235</td>
<td>60</td>
<td>110</td>
<td>405</td>
</tr>
<tr>
<td>Kinizsi Dormitory</td>
<td>242</td>
<td>50</td>
<td>110</td>
<td>402</td>
</tr>
<tr>
<td>Földes Ferenc Dormitory</td>
<td>95</td>
<td>35</td>
<td>(TEK) + 15 (FAKT) + 15 (GYDSZ) + 120 (ISP)*</td>
<td>280</td>
</tr>
<tr>
<td>Rajk László Special College</td>
<td>0</td>
<td>90</td>
<td></td>
<td>90</td>
</tr>
<tr>
<td>Székesfehérvár Campus Dormitory</td>
<td>40</td>
<td>10</td>
<td></td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>612</td>
<td>615</td>
<td></td>
<td>1227</td>
</tr>
</tbody>
</table>

*Places that are not actually used by ISP and thus remain vacant may receive boarders for one academic semester (5 months) only.

(15) The establishment of the dormitory admission score for the relevant applicants falls within the competence of the UD desk officer and that of campus directorates.

Following the aggregation of the applications (requests) received during the admission procedure, the dormitories’ Building Administrators shall determine the number of students who can be admitted to each dormitory and make a proposal for the admission threshold of each building. The director of the respective campus decides on the admission threshold of each building.

Move-in may be rejected for students:
- who are indebted to any BCE dormitory
- who are subject to the negative ruling of an effective disciplinary decision for violating the dormitory rules and regulations
- whose boarding agreements have been previously unilaterally terminated by the University
- who, according to the penalty score scheme determined in the rules and regulations, reached 50% + 1 of the penalty scores necessary for the unilateral termination of the boarding agreement, within the past 12 months.

(16) With the submission of the application, the applicant acknowledges and gives his/her consent to the management, storage and use of his/her personal data, by dormitory employees, the UD desk officer and HSZB members, for the assessment of other grants and benefits in accordance with the provisions of Act CXII of 2011 on informational self-determination and freedom of information.31

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(17) A legal status with a dormitory is established with the Move-in application form’s submission in Neptun. Proof of a legal status with a dormitory comes from Building Administrators through the signing of the relevant form downloaded from Neptun.

(18) Special colleges will decide upon the filling of the available vacant places in their own competence, based on the applications submitted during their admission procedure. In this respect, as of academic year 2022/2023 and 2026/2027 respectively at least 25% or 50% of the available places will be given to boarders with a student status at BCE. During the admission procedure special colleges may apply special conditions, and may deviate from the single admission procedure policy at their own will. Provisions in this Annex are not applicable to students whose placement happened from the special college budget.

Scoring will follow the scoring scheme developed by the special college, in compliance with the approved OOR, and the agreement signed between them and the hosting dormitory.

After the closure of the admission procedure, the special colleges shall send their name list of occupants to the Building Administrator of the hosting dormitory, which must be dispatched until no later than 31 July for the autumn term and within 5 working days from the announcement of the higher education admission results for the spring term. This name list must contain at least the student's name, his/her NEPTUN code, availability, higher education institution and the financing form of the training. The campus head has the right to reconsider the list of occupants that the special college intends to place therein, if it is non-compliant with any provision of OOR, particularly in the case when the boarder (in the special college) has overdue active dormitory debt towards the University. Special college students placed in a dormitory are also subject to the requirements of the dormitories’ organizational and operational rules and regulations.

(19) Special colleges and their background institutions undertake, in a separate agreement signed with the University, to timely collect the dormitory fee, under Annex 5/c of this policy, and any other fee from their members who have no student status with BCE, according to the members' financing classification. The establishment of the fee shall follow Section III (7) of this Annex. 32

(20) Special college students that have a student status with the University shall pay the fee via the NEPTUN system. The payment due date applies to the payment of the item indicated in the NEPTUN system.

(21) Places available to special colleges (colleges for advanced studies) that have not been filled may be filled by hosting dormitories through the admission of students who are not members of the college for advanced studies, during the observation period.

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II. ASSESSMENT PROCESS FOR DORMITORY ADMISSION APPLICATIONS

(1) The criteria considered upon the assessment of the applications
   a) the score attained in the tender for Regular social grants, which was launched in parallel
      with the dormitory admission procedure
   b) the distance of the permanent place of residence from the administrative boundaries of
      Budapest/Székesfehérvár.
   c) the applicant's academic records (in the case of first year students it is their admission
      score, in the case of upper year students it is the mean of the academic scholarship
      average of the last two finished years the student has completed)
   d) the student's contribution to the student community at University and his/her scientific
      achievements
   e) preferences to the applicant provided that the conditions of such privileges, as per the higher
      education act, are applicable. (Assessed on a case-by-case basis.)

(2) Section (1)(a) corresponds to the scoring scheme for Regular social grants. It is the score attained
    in the Regular social grants tender that should be considered for dormitory placement applications,
    which must be corrected in accordance with the mathematical rules of rounding.

(3) The distribution of accounted scores during the dormitory admission procedure (a total of 200
    points):

- the score attained in the tender for Regular social grants, with 50% (maximum 100 points),
- the academic records of upper year students with 25% (maximum 50 points), or the
  admission score of bachelor or master students in year 1 with 25% (maximum 50 points),
- activities conducted for the community with 15% (maximum 30 points),
- scores for distance (maximum 20 points).

The points given on the basis of the distance from the applicant’s place of residence are defined
in the table below. Students with a permanent place of residence abroad may be given 2 extra
points (above the scores defined in the table).

<table>
<thead>
<tr>
<th>Distance from place of residence</th>
<th>Score</th>
<th>Distance from place of residence</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local (in Budapest and along the suburban railway (HÉV) lines)</td>
<td>0 points</td>
<td>between 120 and 149 km</td>
<td>10 points</td>
</tr>
<tr>
<td>within 30 km</td>
<td>2 points</td>
<td>between 150 and 179 km</td>
<td>12 points</td>
</tr>
<tr>
<td>between 30 and 59 km</td>
<td>4 points</td>
<td>between 180 and 209 km</td>
<td>14 points</td>
</tr>
<tr>
<td>between 60 and 89 km</td>
<td>6 points</td>
<td>between 210 and 239 km</td>
<td>16 points</td>
</tr>
<tr>
<td>between 90 and 119 km</td>
<td>8 points</td>
<td>above 240 km</td>
<td>18 points</td>
</tr>
</tbody>
</table>

(4) Scoring thresholds will be determined and dormitory places will be filled by prioritizing students who indicated the said dormitory in the first place and lead the list of students based on their score attained with the dormitory admission application.

III. DOCUMENTS OF PROOF

TO BE SUBMITTED WITH THE DORMITORY ADMISSION APPLICATION

(1) Attesting documents for public scores must be uploaded in their scanned version to Neptun, as per the provisions of Section IV(7), in the meantime ensuring their readability.

(2) Exemption from dormitory fee payment may be requested by the applicant with reference to the work he/she performed in the dormitory or to his/her social circumstances. (A student may be exempted based on his social circumstances if he is disadvantaged, an orphan, is a breadwinner with dependent family members or if he was under guardianship which terminated because he came of age.) Exemption (Neptun application) may be granted upon request, which must be submitted to the UD desk officer no later than 10 working days after move-in, through the form in Annex 2.5/f to HTJSZ. The desk officer shall within 10 working days make a recommendation to the campus head about the granting of an exemption, who will decide about this opportunity (exemption from payment/payment in instalments, that is), in his/her own competence. No more than 2% of the maximum available places at a dormitory may be granted with exemption from dormitory fee payment.

(3) In the event the admitted student has student status with another higher education institution and takes part in a State-funded training programme therein, he/she is entitled to the payment of a State-financed dormitory fee only if the University and the other concerned higher education institution have a financing agreement and/or rental agreement, signed between them, for dormitory places. Otherwise the student is obliged to pay a self-funded dormitory fee.

IV. SCORES ATTAINABLE DURING THE ADMISSION PROCEDURE

(1) The total of social scores for dormitory admission will be defined based on the social scores attained with the tender for Regular social grants as prescribed in HTJSZ.

(2) Not more than 100 social points can be obtained during the dormitory admission procedure. If the application submitted for Regular social grants is invalid and in the case of failed submission thereof, the social score will come to zero. 36

(3) The dormitory admission procedure shall consider the scores defined by the scoring scheme for Regular social grants. If this exceeds 100 points, the student can still obtain a maximum of 100 points during the dormitory admission procedure. 37

(4) 38 SCORES ATTAINABLE BY APPLICANTS IN THE FIRST YEAR OF THEIR BACHELOR EDUCATION

BASED ON THEIR SCORES RECEIVED FOR ADMISSION TO THE FACULTY

the total score, established in the national higher education admission procedure, must be divided by 10, so that the maximum attainable scores will come to 50. (A maximum of 500 points may be obtained with the national higher education admission procedure, i.e. 500 / 10 => 50 )

(Corrected according to the rules of mathematical rounding.)

(5) 39 SCORES ATTAINABLE BY STUDENTS IN THE FIRST YEAR OF THEIR MASTER TRAINING BASED ON THEIR SCORES RECEIVED FOR ADMISSION TO THE FACULTY

The total score, established in the national higher education admission procedure for applicants in the first year of their master training, must be divided by 2, so that the maximum attainable scores will come to 50. (A maximum of 100 points may be obtained with the national higher education admission procedure, i.e. 100 / 2 => 50

(Corrected according to the rules of mathematical rounding.)

(6) 40 SCORES ATTAINABLE BY UPPER YEAR APPLICANTS BASED ON THEIR ACADEMIC RECORDS

The mean of the academic scholarship average*, reached by upper year applicants in the last two finished semesters they have completed, must be multiplied by 10. A maximum of 50 points can be obtained, i.e. 5.00 x 10 => 50.0* (Corrected according to the rules of mathematical rounding.)

* Academic records = academic scholarship average – its calculation follows the applicable Regulation on Student Fees and Benefits. Scoring shall consider the academic scholarship average for the last finished semester, as registered in the academic and recording system of NEPTUN on the date set as a submission deadline in the dormitory admission procedure.

(7) 41 SCORES ATTAINABLE FOR COMMUNITY WORK OR OTHER PROFESSIONAL/SPORT ACTIVITIES

Special colleges, student associations and scientific study groups (namely organizations in category A, B and C), accredited or acknowledged by the Student Council at Corvinus University of Budapest, will issue managerial certificates for the applicant about his/her professional or public activities. Any such...
certificate, stamped and signed, shall be uploaded by the applicant to the electronic application system. In lack of a stamp, the certificate must be verified by the respective student organization working group of the Student Council, before handing in the certificate.

Concerning advocacy, Dormitory Board, student organization and special college related scores, the applicant's achievements are assessed by the head of the organization based on the student's activities throughout the year, on a scale of 5. The scale value, which must be approved by the board in charge of the assessment of the applications, constitutes the organization's category, and is automatically multiplied pursuant to the maximum attainable scores, in compliance with the fulfilled position. (Activities for a semester may receive not more than half of the scores mentioned herein.)

<table>
<thead>
<tr>
<th>Student organization category</th>
<th>Cat. A, and advocacy organizations(^{42})</th>
<th>Cat. B</th>
<th>Cat. C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiplier</td>
<td>1</td>
<td>0.8</td>
<td>0.6</td>
</tr>
</tbody>
</table>

Mid-managers (including, in particular, desk officers) may get 2 extra points in addition to the scaled value, whereas in the case of top managers (including, in particular, president, vice president, secretary) this can come to an additional 4 points. The value resulting from the multiplication will be rounded in accordance with the relevant mathematical rules.

Each tendering period will consider the professional and public activities of the preceding two semesters. Proofs of earlier activities will not be accepted, except for sport activities whose latest competition results (provided that they are not more than 4 years old) are decisive. The system will take into account up to two activities in every line.

The highest number of scores attainable with different activities totals 30. Even if heads of organizations certify a higher number of scores for the student, the admission procedure will still calculate with no more than 30 points.

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<table>
<thead>
<tr>
<th>Score for professional and public activities</th>
<th>Minimum attainable</th>
<th>Maximum attainable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 points</td>
<td>30 points</td>
</tr>
</tbody>
</table>

| Title of the activity/membership:            | Maximum          |
|                                            | attainable scores per line |
|                                            |                  |
| Dormitory Student Board                     | 9                |
| University labour organizations (EHÖK, HSZB, EKB etc.), CHM | 15               |
| Faculty labour organizations (HÖK, institutional delegates etc.) | 9                |
| Special college membership                  | 9                |
| Student organizations accredited by EHÖK (cultural, professional/technical groups etc.) | 9                |
| Presidential membership in a special college/student organization accredited by EHÖK (In this case, 0 point is given to the above two categories.) | 12               |
| TDK at faculty level (accepted TDK essay – 3 points, finalist in the faculty round – 6 points, participation in OTDK competition – 9 points), | 9                |
| Demonstrator work (4 points/semester)       |                  |

**Publications**

| Publication in a journal                     | 6                |
| Newspaper (daily, weekly, monthly and university papers) | 2                |
| Journal (e.g. Közgazdasági szemle, Cat. A,B, C, D on MTA website) | 4          |
| Coursebook, workbook section and its writing – proportional with the co-author | 4          |
| International publication (qualified)        | 6                |

**Academic competition for university students**

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(8) Procedure after the calculation of the dormitory admission scores

The building administrator of the given building determines will, in cooperation with the dormitory's NEPTUN administrator, define the admission threshold of the given dormitory building in accordance with the aggregated points and by observing the priority of application specified by the applicant. He/she compiles the list of residents admitted in each dormitory and sends the same to the respective campus head for approval.

The respective campus head makes sure that the applicants are arranged in descending order based on the aggregated points, in accordance with the established headcount numbers. He/she determines the list of those admitted, and decides on the number of students who can be admitted after observation.

The applicant can be informed about his/her admission/rejection in the electronic application system (NEPTUN).
V. DORMITORY APPLICATIONS BY FOREIGN STUDENTS

(1) Non-Hungarian speaking students without Hungarian citizenship may submit their application, to be placed in the dormitory they selected, online in English through the Dormitory Application Form published on the BCE website. The UD desk officer is responsible for the online posting and for ensuring the online completion of the application form. Filling the application form is also mandatory if the university is obliged to provide a dormitory place to the applicant in the framework of a scholarship programme or under an international agreement. 44

(2) Foreign applicants must fill the online application form by the deadline set in the call for applications.

(3) The University Dormitory Desk Officer aggregates the application forms received by the deadline and makes a summary about the applicants, broken down by dormitory buildings and faculties. The list, by dormitory, shall be submitted to the building administrator responsible for the appropriate dormitory building until the business day before the date of the announcement of the first-round results. At the same time, the list, by faculty, is submitted to the Dean’s Office of the faculty concerned and to the International Office, where the list is supplemented by funding information concerning the applicants (scholarship programme, fee payment, specifics of international agreements relating to the training), and the appropriateness of the presented information is verified.

(4) Foreign applicants submitting regular applications are also subject to the rights and obligations set out in the organisational and operation rules of the dormitory building and the policy of the dormitory building concerned in the same way as those who apply through the NEPTUN system. Dormitory fees and additional service fees payable by foreign students are identical with the ones mentioned in Annex 2.5/c to HTJSZ, unless the provisions of the scholarship programmes, the compensation scheme or the international agreements on training stipulate otherwise.

(5) Sections (1)–(4) do not apply to students whose placement happened from the ISP budget defined in Annex 2.5/e to HTJSZ, and to students who have been granted accommodation under a separate agreement between the University’s organizational units and the dormitory.

(6) Foreign students may only move in the dormitory if their Move-in application forms have been timely submitted, they have settled the payment of the Move-in application fee (deposit), and so their accommodation contract for boarding in a dormitory has become effective. (This applies to every foreign student, irrespective of the training type, the scholarship programme, or their form of education.)

(7) 45 For students involved in the Stipendium Hungaricum scholarship programme (SH students) a total of 220 places may be granted with a maximum of 110 places being available for them in each of the

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Kinizsi and Tarkaréti Dormitory. This distribution may be changed in justified cases only, based on a decision made by the campus head, in agreement with the UD Desk Officer. Basic principles for place distribution:

a) The places, whose number totals 220, shall be distributed among SH freshers (in their first year) and PhD students (in their first or upper years), in the order the requests have been received.  

b) Should the number of those SH students who are in their first year or are doing their PhD, and who are requesting dormitory accommodation fail to reach 220 altogether, the remaining places in the dormitories may be distributed among those SH students who are in their upper years and are requesting dormitory accommodation. In this case, the distribution of the places shall prioritize those SH students in their upper years whose academic records are better based on the academic scholarship average. In the case of identical averages, priority shall be given to those SH students whose application was submitted earlier.

(8) Placement in a dormitory that was indicated as ‘preferred’ in the dormitory application form is not guaranteed, it depends on the available places.

(9) Agreements are concluded for the tendered period (5 or 10 months). Modifications are possible on one occasion during the semester (between 01 and 17 December), upon the presentation of an appropriate Neptun application form. The submission of the application form does not mean automatic approval.

c) (10) Students who are granted accommodation subsequent to the closure of the admission procedure (from the waiting list), may only sign a contract for 5 months. Yet, they can submit applications for extended accommodation.

V. Final provisions

(1) The Senate adopted this Regulation at its meeting held on 15 June 2015. This regulation shall enter into force on the day following the meeting, and concurrently with this all previous regulations issued on the same subject-matter shall be repealed.

(2) The Senate modified this Regulation at its meeting held on 30 May 2017. The amendments enter into force on the first day following their adoption.

(3) The Senate modified this Regulation at its meeting held on 17 October 2017. The amendments enter into force on the first day following their adoption.

(4) This Regulation was amended by the Senate – through written vote – on 25 May 2018. The respective amendments enter into force on the date of a positive decision by the Senate (25 May 2018).

(5)\textsuperscript{50} This Regulation was modified by the Senate at its meeting held on 18 December 2018. The amendments enter into force on the first day following their adoption.

\textsuperscript{49} Implemented by Senate Resolution SZ-77/2016/2017 (2018. 25. 05.). Effective from: 25 May 2018.
\textsuperscript{50} Implemented by Senate Resolution SZ-36/2018/2019 (2018. 18. 12.). Effective from: 19 December 2018
(6) The Senate modified this Regulation at its meeting held on 04 June 2019. The amendments enter into force on the first day following their adoption.

Dr. András Lánczi
Rector

Dr. Lívia Pavlik
Chancellor

To the University Dormitory Desk Officer at Corvinus University of Budapest

APPLICATION

I, the undersigned, ........................., as a student of Corvinus University of Budapest, having been granted admission to the ............... Dormitory, pursuant to Section 26(4) of the Regulation on Student Fees and Benefits, request exemption from the payment of a dormitory fee or any charge for additional services (except for visitors fees) for a period from .................. 20.. until .................. 20...

This application has been submitted with reference to the following reason, justified by the documents of proof below. (Please underline as appropriate.)

- Disadvantaged situation
  - Documentation to be attached
  - Decision on notary protection, or
  - Proof of eligibility for regular child protection benefits, or
  - Decision by the Guardianship Office

- Orphan
  - Documentation to be attached
  - Death certificates

- Wage-earning student
  - Documentation to be attached
  - Birth certificate(s) of the child(ren), or
  - Decision on care allowance

- Guardianship terminated due to the person’s coming of age
  - Documentation to be attached
  - Decision by the Guardianship Office
  - Documentation to be attached
  - Agency Agreement

Budapest, ......................... 20..

Signature of the applicant

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