III STUDENT REQUIREMENTS

Annexes III/2.5/a-g: Halls of Residence Annexes

Annex 5/a: Basic Services Available in Halls of Residence
Annex 5/b: Principles of Classification of Halls of Residence Based on Their Degree of Comfort
Annex 5/c: Halls of Residence Fees
Annex 5/d: Agreement Between the Senate and the Students’ Union
Annex 5/e: Halls of Residence Admission Policy
Annex 5/f: Request for Deferral/Payment by Instalments/Exemptions Regarding the Halls of Residence Fees
Annex 5/g: Halls of Residence Application Form for Non-Hungarian Citizen Students Who Do Not Speak Hungarian

The Senate – in agreement with the Students’ Union of BCE – supported the adoption of the Annexes applicable to halls of residence in its resolution No. 107.b/2014/2015.

Concurrently with this, the previous regulation issued on the same subject-matter was superseded.

Amended by the following resolution of the Senate:
Resolution No. SZ-143/2015/2016. (18 May 2016)
Annex 5/a

The (mandatory) minimum requirements of the operation of halls of residence and student hostels on the basis of Annex 3 of Government Decree 87/2015. (IV. 9) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education

1 The following must be provided as material and infrastructural conditions:
   a) a property owned, rented, managed or used by the student hostel – or in the case of halls of residence, the higher education institution – for at least five years, which serves for accommodation purposes and has an occupancy permit;
   b) one bed, study desk for personal use, chair and wardrobe for each available place;
   c) one duvet and one pillow for each available place;
   d) bathroom and toilet in accordance with the requirements of the government decree on national town planning and building requirements (hereinafter: the Planning Decree);
   e) in the case of halls of residence and student hostels with at least 100 places, an accessible entrance and accessibility in general according to the Planning Decree, a lift, railing lift or lifting platform as specified in the Planning Decree, one accessible room per 100 places and an accessible bathroom and toilet;
   f) opportunities for cooking and warming up food: at least one cooktop of a capacity of at least 1,000 W or equivalent, for every 25 places;
   g) heating;
   h) hot water supply, at least 80 litres/day/place;
   i) water supply, at least 140 litres/day/place;
   j) laundry and ironing facilities: at least one washing machine with a capacity of at least 5 kg and at least one ironing board per 50 places;
   k) 1 Internet access termination point or wireless connection possibility per place;
   l) computer work stations of a number corresponding to at least 5% of the places available in the student hostel or the hall of residence, but at least 3 computer work stations, each of which should make it possible to access the Internet and, via the Internet, the electronic services of the library of the higher education institution;
   m) at least 7 m² living area per place;
   n) study areas of a number corresponding to 5% of the available places but at least three study areas, in study rooms where one study area consists of a basic area of at least 2 m² with a desk and a chair;
   o) an electric network in the rooms suitable for refrigerators, hair dryers and other devices with less than 200 W electrical power (devices which are not heat generating devices, e.g. TV, video player, coffee maker, tea kettle, electric shaver, consumer electronic devices, low-power household appliances), with one socket per place;
   p) refrigerators of a capacity of 25 litres per place;
   q) floor covering that can be cleaned easily.

If an operator has several student hostels or several student hostel buildings or a higher education institution has several halls of residence or several buildings at a specific place of education, the conditions included in paragraph e) may also be provided in the student hostel or hall of residence building or buildings designated for this purpose jointly as regards the required number of accessible rooms.

2 The following must be presented in connection with the financial conditions:
   a) the cost plan for five years, calculated using the prices of the current year, along with documents showing that the revenues are well-founded;
   b) proof of the required resources from the operating entity.
3 The budget must cover at least the following expenses:
   a) personnel and social security costs relating to the employees;
   b) the thorough cleaning of the hall of residence or the student hostel twice a year;
   c) the daily cleaning of shared spaces, bathrooms and toilets;
   d) the annual painting of the walls of sanitary rooms, bathrooms and toilets;
   e) the annual painting of the walls of at least a quarter of the living areas;
   f) the annual painting of the walls of at least a quarter of the common areas;
   g) the creation of reserves enabling the annual renovation of at least a tenth of the available places (replacing the bed, the study desk, the wardrobe, the duvet and the pillow);
   h) public utility costs;
   i) pest control in the building as and when necessary but at least once a year.
4 The following must be ensured in terms of personnel requirements:
   a) 1 full-time manager;
   b) 24-hour duty service;
   c) 24-hour reception, which can be replaced by an access control system.
5 The charter document of a student hostel must contain the following data of the student hostel:
   a) its official name;
   b) the name and address of its operating entity;
   c) the address of its registered office and the addresses of all other buildings;
   d) the mode of its representation;
   e) its basic activity and all other related activities;
   f) the maximum number of the places available in it;
   g) the properties made available to it and the right of disposal of such property.
   In addition to the continuous provision of the above conditions, the basic halls of residence services shall also include the opportunity of operating personal computers, consumer electronic devices and low-power household appliances.
Principles of Classification of Halls of Residence Based on Their Degree of Comfort

The classification of the various places is provided for in an agreement to be concluded by 30th May before the start of the academic year by the head of the higher education institution and the Students' Union, with the proviso that

a) a place can only be classified into category I if there are shared bathrooms in it, if at least three people are accommodated in a room and if the building has not been renovated in the last 10 years;

b) a place can be classified into category II if less than three people are accommodated in a room;

c) a place can be classified into category III if there is a bathroom for every room or for every two rooms and less than three people are accommodated in a room;

d) a place can be classified into category IV if there is a bathroom for every room or for every two rooms, less than three people are accommodated in a room and the building has been renovated in the last 10 years.

Financing categories for the categories based on comfort level

The monthly amount of the halls of residence fee payable by a student may not be higher for students in programmes funded by the state/state scholarship than the following amount (HUF/student/month):

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of Halls of Residence Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I</td>
<td>8%</td>
</tr>
<tr>
<td>Category II</td>
<td>10%</td>
</tr>
<tr>
<td>Category III</td>
<td>12%</td>
</tr>
<tr>
<td>Category IV</td>
<td>15%</td>
</tr>
</tbody>
</table>
Fees applicable to the halls of residence of the Székesfehérvár Campus of Corvinus University of Budapest

Halls of residence fees for full-time students funded by the state/a state scholarship, for PhD students, for students funded by a partial state scholarship and for fee-paying/self-funded students

<table>
<thead>
<tr>
<th>HALL</th>
<th>ACCOMMODATION Person/room</th>
<th>CLASSIFICATION</th>
<th>HALLS OF RESIDENCE FEE (students funded by the state/a state scholarship) HUF/person/mont h*</th>
<th>HALLS OF RESIDENCE FEE (students funded by a partial scholarship and fee-paying/self-funded students) HUF/person/mont h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Székesfehérvár Campus Halls of Residence</td>
<td>1-2</td>
<td>IV</td>
<td>15,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

*Only for residents who study in a state-funded programme and have a student status.

Fees for additional services applicable to the halls of residence of the Székesfehérvár Campus of Corvinus University of Budapest

<table>
<thead>
<tr>
<th></th>
<th>IT services</th>
<th>Fee for receiving visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Székesfehérvár Campus Halls of Residence</td>
<td>HUF 1,000/person/semester</td>
<td>HUF 500/person/occasion</td>
</tr>
</tbody>
</table>

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1 Amended by Resolution No. SZ-143/2015/2016 (18.05.2016)
Fees applicable to the halls of residence of the KÖZGÁZ CAMPUS of Corvinus University of Budapest

Halls of residence fees for full-time students funded by the state/a state scholarship, for PhD students, for students funded by a partial state scholarship and for fee-paying/self-funded students

<table>
<thead>
<tr>
<th>HALL</th>
<th>ACCOMMODATION</th>
<th>CLASSIFICATION</th>
<th>HALLS OF RESIDENCE FEE (students funded by the state/a state scholarship) HUF/person/month*</th>
<th>HALLS OF RESIDENCE FEE (students funded by a partial scholarship and fee-paying/self-funded students) HUF/person/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kinizsi Kollégium</td>
<td>2</td>
<td>II</td>
<td>11,650</td>
<td>26,500</td>
</tr>
<tr>
<td>Kinizsi Kollégium</td>
<td>3-4</td>
<td>I</td>
<td>9,300</td>
<td>23,000</td>
</tr>
<tr>
<td>Tarkaréti Kollégium</td>
<td>3</td>
<td>I</td>
<td>9,300</td>
<td>25,000</td>
</tr>
<tr>
<td>Földes Ferenc Kollégium</td>
<td>2</td>
<td>PPP scheme IV</td>
<td>17,475</td>
<td>30,000</td>
</tr>
<tr>
<td>Rajk László Szakkollégium</td>
<td>3-4</td>
<td>I</td>
<td>9,300</td>
<td>28,500</td>
</tr>
</tbody>
</table>

*Only for residents who study in a state-funded programme and have a student status.

Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
Fees for additional services applicable to the halls of residence of the KÖZGÁZ CAMPUS of Corvinus University of Budapest

<table>
<thead>
<tr>
<th>Kinizsi Kollégium</th>
<th>IT services</th>
<th>Use of washing machines (payable by every resident)</th>
<th>Cultural contribution*</th>
<th>Fee for receiving visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HUF 5,000/person/semester</td>
<td>HUF 1,250/person/semester</td>
<td>According to the amount specified in the house rules of the building.</td>
<td>According to the amount specified in the Organisational and Operational Rules of the building.</td>
</tr>
</tbody>
</table>

| Tarkaréti Kollégium | HUF 1,500/person/month | According to the amount specified in the house rules of the building. | According to the amount specified in the Organisational and Operational Rules of the building. |

| Földes Ferenc Kollégium | | According to the amount specified in the house rules of the building. | According to the amount specified in the Organisational and Operational Rules of the building. |

*The provisions applicable to the cultural contribution payable by students can be found in § 20(4) of the Regulation on Student Fees and Benefits.
Agreement between the management of BCE and the Students' Union on halls of residence fees, pursuant to Section 22(3) of Government Decree 51/2007. (III. 26)

AGREEMENT

Made between Corvinus University of Budapest (hereinafter: the University) and the Students' Union of Corvinus University of Budapest (Students' Union) on this day, under the following terms and conditions.

Government Decree 51/2007 (III. 26) regulates, among other things, the services to be provided mandatorily in the halls of residence maintained by the University as well as the halls of residence fees to be paid.

Section 22(3) of the above-mentioned Government Decree provides that the classification of the various places must be provided for in an agreement to be concluded by 30th May before the start of the academic year by the head of the higher education institution and the Students' Union.

The basis for such agreement is Section 11(2) of the Government Decree, which provides that the halls of residence fees must be established for the duration of an academic year, and that the fees must be specified in the institution's regulation on fees and benefits, in accordance with Section 23(1).

The Regulation on Student Fees and Benefits lists the halls of residence of the University and classifies them into the categories established by the Government Decree in its Annexes 5/a to 5/g, and it also specifies the amount of the new (joint) halls of residence fee in those Annexes. The University and the Students' Union hereby agree that the classifications and fees included in the above Annexes shall apply to the 2016/17 academic year.

Budapest, ........ May 2016

3 Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
AGREEMENT

Made between Corvinus University of Budapest (1093 Budapest, Fővám tér 8., represented by: ………………………….., the Rector and ………………………….., the Chancellor) – hereinafter the University – and

the Students' Union of Corvinus University of Budapest (represented by: …………………………..) – hereinafter the Students' Union –

on the reallocation of the housing allowance of Földes Ferenc Kollégium (1092 Budapest, Ráday u. 43-45), on this day, under the following terms and conditions:

Section 9(5) of Government Decree 51/2007 (III. 26) on the benefits payable to students in higher education and certain fees payable by the students provides that a maximum of 70% of the housing allowance should be used for renting halls of residence places and renovating halls of residence. Accordingly, the parties agree that from now on, they shall reallocate 50% of the housing allowance assigned to the campus concerned under Section 4(7) of the Regulation on Student Fees and Benefits to the operation of Földes Ferenc Kollégium renovated in a PPP scheme, as long as the budget allocation makes this possible for the University.

Budapest, ....... May 2016

………………………….             …………………………….
BCE Rector              BCE Students' Union

………………………………
BCE Chancellor

Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
Corvinus University of Budapest

Uniform Rules of Procedure for Admission to the Halls of Residence

I GENERAL PROVISIONS

(1) The places specified in paragraph 13(2) of Part III.7.1 of the Organisational and Operational Rules of Corvinus University of Budapest, that is, the Organisational and Operational Rules of the Halls of Residence of BCE and the Colleges for Advanced Studies Operating in the Halls of Residence (hereinafter: the Halls Rules) shall be used for accommodating students specified in Acts, decrees and the present regulation as well as the other regulations of the University during term-time and the examination periods, as well as outside such periods, in periods during which academic requirements included in the qualification requirements and the curricula are being fulfilled.

(2) The University hereby introduces the rules of procedure included in this Annex, on the criteria of submitting and assessing (scoring) halls of residence applications, in accordance with Government Decree 51/2007 (III. 26) on the benefits payable to students in higher education and certain fees payable by the students and with the University’s Regulation on Student Fees and Benefits.

(3) The campus directors shall jointly announce the call for applications for admission to the halls of residence – along with the applicable deadlines and the relevant information, after conducting discussions with the University’s Committee for Halls of Residence set up by the Charter Document of the University’s Students’ Union, specifying the special features of the halls of residence on campus and the differences between the buildings – in the NEPTUN academic and records system, on the website of the University’s Committee for Halls of Residence and on the websites of the halls of residence, by 31 May or 15 December every year.

The students admitted for the first year of a BA, BSc, MA or MSc programme will receive information on the halls of residence admission procedure concurrently with the admission notice sent by the University (the Faculty), which information will be also available on the websites of the University and the halls of residence.

(4) Students may apply for places in the halls of residence by filling in the social circumstances forms and the halls of residence forms available in the NEPTUN academic and records system and by uploading

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Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
the scanned supporting documents through this electronic system, by the relevant deadline. A digital copy of a colour passport photo (3.5 cm x 4.5 cm according to Hungarian standards) must also be uploaded at the time of submitting an application.

(5) The following persons may apply for admission to (accommodation in) halls of residence:

a) Hungarian students, ethnic Hungarian students from abroad and foreign students who study full time in Hungary on the basis of an intergovernmental agreement, provided that they study in their first degree programme (BA, BSc), a Master programme (MA, MSc) or – as defined in the previous Act on higher education, that is, Act LXXX of 1993 – a first top-up programme, a first specialist programme, a first vocational higher education programme, or in a PhD programme.

b) During the halls of residence admission procedure Corvinus University of Budapest will give priority to students financed by a state scholarship.

c) Applicants whose permanent address can be found outside the administrative boundaries of Budapest will be given priority during the admission procedure.

d) Those who voluntarily agree to comply with the rules applicable to halls of residence.

(6) Admission to halls of residence may be valid for a semester (five months) or an academic year (ten months), and a new application shall be submitted for any additional period. Students in a 6+1 semesters Bachelor programme constitute an exception to this rule, since they may only apply for five months in the seventh semester.

(7) Before the end of the period specified at the time of application, a student may only move out (renounce his place) on the basis of a medical or other certificate, and only in cases where an extraordinary maintenance grant may also be provided, or in the case of getting married. The student must attach a copy of the supporting document to the cancellation of his place, and he must present the original version of such document to the administrator in charge of the building in question. In other cases a pro rata amount of 50% of the monthly halls of residence fee shall be paid until the end of the semester concerned, providing that 100% of the fee shall be paid in respect of the month at the start of which the student still lives in the hall of residence. It shall be an exception to this rule if a student starts a study abroad programme. If an applicant has been provided accommodation for an academic year, he will lose his place for the second semester in the event of a cancellation until 15 December, and he may not be obligated to pay a fee for the second semester.

(8) If an applicant has been provided accommodation for one semester or if he has cancelled his place in the hall of residence for the second semester, but he has failed to move out from the hall of residence by the deadline specified according to the course dates of the academic year, he shall pay a proportionate halls of residence fee until he performs his tasks relating to his moving out from the hall of residence.
(9) If an applicant has been granted a place in the halls of residence admission procedure, but he has not moved in the hall of residence, he may be ordered to pay one month’s halls of residence fee.

(10) An application for a halls of residence place for an academic year (ten months) may be changed into an application for a semester (five months), and vice versa, free of charge. To request such modification, the student must submit an electronic or a paper-based application to the administrator in charge of the building concerned, by 15 December of the year in question. The request will be adjudged by the director of the campus concerned.

When announcing the admission results, the student must be informed whether he has been granted a place for a semester or an academic year, provided that he has been admitted, or, if his application has been rejected, he must be informed of the deadline and formal requirements for submitting an appeal.

(11) If the student status of a student who has moved in to a hall of residence is terminated, then his residency agreement will be terminated on the 15th day following the termination of his student status. If at the time of the termination of his student status the student submits a written request for his continued residence, then a separate tenancy contract (available in the University’s contract repository) must be entered into with him, and the rent for the place in question shall be established in the same amount as the fees of self-funded students applicable to the building in question.

(12) The assessment of applications shall fall within the scope of responsibility of the University’s Committee for Halls of Residence and the Student Welfare Committee. (The applications to colleges for advanced studies – discussed in paragraph (16) of this Section shall constitute an exception from this provision.) Decisions of the University’s Committee for Halls of Residence may be appealed in a manner and until a deadline announced in connection with the call for applications, by submitting an appeal, which shall be adjudged by the campus directors.

Records must be kept of all rejected applications, and such records will serve as the basis for halls of residence waiting lists. The University’s Committee for Halls of Residence will make the waiting list available to the administrators in charge of a building at the time of the final announcement of the results. The waiting list may be extended by the administrators by adding to it students who submit their halls of residence application after the announcement of the results. Any place that becomes available during the year shall be filled by the administrator in charge of the building concerned with the students on the waiting lists, with the approval of the campus director.

(13) Students living in halls of residence who act as assessors in the admission procedure may not apply for a place. Their existing places must be ensured for ten months during the summer procedure and for five months during the winter procedure, with the proviso that they must comply with the terms and conditions of the residency agreement. Students living in halls of residence who participate in the
procedure may not be subject to a disciplinary procedure and there cannot be a final disciplinary decision in force against them. Students participating in the assessment must make a data management statement in connection with the assessment of applications. The statement is issued by the Administrative Directorate.

(14) The halls of residence, colleges for advanced studies and rented properties maintained by the University (the faculties) as well as the places available in the same are included in the table below:

<table>
<thead>
<tr>
<th>Name of hall of residence/rental property</th>
<th>Number of places</th>
<th>Colleges for advanced studies and other available places</th>
<th>Total number of places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tarkaréti Kollégium</td>
<td>420</td>
<td>0</td>
<td>420</td>
</tr>
<tr>
<td>Kinizsi Kollégium</td>
<td>338</td>
<td>58 (EVK)</td>
<td>396</td>
</tr>
<tr>
<td>Földes Ferenc Kollégium</td>
<td>87</td>
<td>35 (TEK) + 55 (SzI Sz) + 120 (ISP)*</td>
<td>297</td>
</tr>
<tr>
<td>Rajk László Szakkollégium</td>
<td>0</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>Székesfehérvár Campus Halls of Residence</td>
<td>40</td>
<td>10</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>885</strong></td>
<td><strong>368</strong></td>
<td><strong>1253</strong></td>
</tr>
</tbody>
</table>

*Any places that have not been used by ISP may be made available to students only for an academic semester (five months).

(15) The admission scores of applicants shall be established by the University's Committee for Halls of Residence, and it will also be the Committee's duty to rank the applicants based on their scores. After summarising all the applications received during the admission procedure, the directors of halls of residence (campus directors) and the University's Committee for Halls of Residence shall determine how many students may be admitted to each hall of residence, in agreement with the administrators in charge of the buildings concerned.

(16) By submitting his application, the applicant understands and agrees that the employees of halls of residence, the University's Committee for Halls of Residence and the University's Student Welfare Committee may process and store his personal data and certificates and use the same for making decisions on other benefits, according to the provisions of Act CXII of 2011 on the Right of Informational Self-Determination and on Freedom of Information.
(17) The colleges for advanced studies have discretionary powers to make decisions on filling the places made available to them, on the basis of the applications submitted during their own admission procedures. Colleges for advanced studies may apply special conditions during their admission procedures and they are free to depart from the uniform rules for admission procedures. The provisions of this Annex shall not apply to students who are accommodated by filling the places allocated to the college for advanced studies.

Scoring shall take place according to the scoring system developed by the college for advanced studies, based on the provisions of the approved Organisational and Operational Rules of the college and on the agreement concluded with the hall of residence housing the college.

After the admission procedure is closed, the colleges for advanced studies shall send the list of their residents to the administrator of the building concerned of the hall of residence housing the college no later than 31 July as regards the autumn semester and within five working days after the announcement of the results of the higher education admission procedure as regards the spring semester. The list of the residents of the college for advanced studies must contain at least the name, the NEPTUN code, the higher education institution and the form of funding of the programme of the student. The director of the hall of residence may overrule the list of the residents who are entitled to move in based on the decision of the college for advanced studies if the list does not meet any provision of the Halls Rules. The members of a college for advanced studies who are allocated a place in a hall of residence shall also comply with the organisational and operational rules and the house rules of the building accommodating them.

(18) Regarding members of colleges for advanced studies who have no student status with the University, the colleges for advanced studies and their background institutions agree to collect the halls of residence fees specified in Annex 5/c of the present regulation by the appropriate deadline, depending on the financing classification of such students, based on separate agreements concluded with the University. When determining the fees, the provisions of paragraph III(7) of this Annex must be followed.

(19) 2 Students who are members of colleges for advanced studies and have a student status with the University shall pay the halls of residence fee though the NEPTUN system. The payment deadline shall apply to the date for the payment of the item specified in the NEPTUN system.

(20) Any places available to colleges for advanced studies that have not been filled may be used by halls of residence for admitting students who are not members of the college for advanced studies, during the appeal procedure.
II RULES FOR ASSESSING THE APPLICATIONS FOR ACCOMMODATION IN HALLS OF RESIDENCE

(1) The following criteria shall be taken into consideration during the assessment of applications:
   a) the social circumstances of the applicant and his family, including the distance of his permanent address from the administrative boundaries of Budapest;
   b) the applicant’s academic results (in the case of first-year students, their admission score, and in the case of applicants in other years, their grade point average);
   c) the applicant’s work performed at the University for the benefit of the community and the applicant’s scientific work;
   d) whether the applicant must be given priority (if the relevant conditions specified in the Higher Education Act are fulfilled).

(2) Subparagraph (a) of paragraph (1) shall correspond to the scoring system of the regular maintenance grant. In the case of halls of residence admission applications, a third of the social score must be taken into account, adjusted according to the mathematical rules of rounding.

(3) During the halls of residence admission procedure, the scores shall be taken into account as follows (100 points in total):
   • the social score, up to 40 per cent (maximum 40 points) and
   • the grade point average of students in upper years, up to 40 per cent (maximum 40 points), or the admission score of first-year BA/BSc or MA/MSc students, up to 40 per cent (maximum 40 points);
   • work performed in the interest of the community, up to 20 per cent (maximum 20 points).
III SUPPORTING DOCUMENTS TO BE ATTACHED TO THE HALLS OF RESIDENCE APPLICATION

(1) PhD candidates, foreign students, ethnic Hungarian students and students with a dual citizenship are only required to upload a certificate proving their permanent address and a standard passport photo (meeting the Hungarian requirements) to the electronic application system, and they must fill in an application form with the appropriate data.

(2) When submitting an electronic application, the necessary supporting documents must also be submitted through this system, in a scanned version, making sure that the documents are legible.

(3) Applications shall be governed by the Rector’s directive on the supporting documents to be submitted for establishing students’ social circumstances and other supporting documents to be submitted during the halls of residence admission procedure.

(4) The University’s Committee for Halls of Residence will only assess on the merits those applications that are submitted in accordance with the “Call for Applications” (completed accurately, submitted by the deadline with the supporting documents attached), and it shall not evaluate any incomplete applications or applications submitted late or not in the required manner. Rejected students will be automatically put on the waiting list.

(5) In order to check the authenticity of the data or to assess the financial situation of the student’s family more accurately, the University’s Committee for Halls of Residence may request the submission of additional documents and a study on the living conditions of the student.

(6) An applicant may request an exemption from the payment of the halls of residence fees referring to the work performed by him in the hall of residence or to his social circumstances. (A student may be exempted based on his social circumstances if he is disadvantaged, an orphan, has dependent family members or if he was under guardianship which terminated because he came of age.) Exemption can be granted on the basis of application, which the applicant can submit to the University’s Committee for Halls of Residence on the form included in Annex 2.5/f of the Regulation on Student Fees and Benefits, within ten working days after moving in to the hall of residence. The Committee will make a proposal regarding the granting of the exemption within ten working days to the campus director, who has discretionary powers to make a decision on granting exemptions. Exemptions can be granted for up to 2% of the places available in a hall of residence.

(7) If a student who has been admitted has a student status in another higher education institution, where he studies in a state-funded programme, he may only pay the state-funded halls of residence fee if the University and the other higher education institution concerned have entered into a financing agreement.
and/or a tenancy contract regarding places in halls of residence. The student must pay the self-funded halls of residence fee in all other cases.

IV SCORES THAT CAN BE GIVEN IN THE ADMISSION PROCEDURE

(1) The social scores in the halls of residence admission procedure are calculated on the basis of the scoring system of the regular maintenance grant.

(2) A maximum of 40 points can be obtained during the halls of residence admission procedure.

(3) During the halls of residence admission procedure, a third of the score established on the basis of the scoring system of the regular maintenance grant may be taken into account. The student may only receive 40 social points during the halls of residence admission procedure even if the above score amounts to more than 40 points.

(4) SCORES FOR APPLICANTS IN THE FIRST YEAR OF A BACHELOR PROGRAMME BASED ON THEIR ADMISSION SCORES AT THEIR FACULTY

<table>
<thead>
<tr>
<th>University admission score</th>
<th>Halls of residence admission score given on the basis of the Bachelor programme admission score</th>
<th>Minimum score: 0</th>
<th>Maximum score: 40</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>University</td>
<td>University</td>
</tr>
<tr>
<td>496-500</td>
<td>40</td>
<td>426-430</td>
<td>26</td>
</tr>
<tr>
<td>491-495</td>
<td>39</td>
<td>421-425</td>
<td>25</td>
</tr>
<tr>
<td>486-490</td>
<td>38</td>
<td>416-420</td>
<td>24</td>
</tr>
<tr>
<td>481-485</td>
<td>37</td>
<td>411-415</td>
<td>23</td>
</tr>
<tr>
<td>476-480</td>
<td>36</td>
<td>406-410</td>
<td>22</td>
</tr>
<tr>
<td>471-475</td>
<td>35</td>
<td>401-405</td>
<td>21</td>
</tr>
<tr>
<td>466-470</td>
<td>34</td>
<td>395-400</td>
<td>20</td>
</tr>
<tr>
<td>461-465</td>
<td>33</td>
<td>389-394</td>
<td>19</td>
</tr>
<tr>
<td>456-460</td>
<td>32</td>
<td>383-388</td>
<td>18</td>
</tr>
<tr>
<td>451-455</td>
<td>31</td>
<td>377-382</td>
<td>17</td>
</tr>
<tr>
<td>446-450</td>
<td>30</td>
<td>371-376</td>
<td>16</td>
</tr>
<tr>
<td>441-445</td>
<td>29</td>
<td>365-370</td>
<td>15</td>
</tr>
<tr>
<td>436-440</td>
<td>28</td>
<td>359-364</td>
<td>14</td>
</tr>
<tr>
<td>431-435</td>
<td>27</td>
<td>353-358</td>
<td>13</td>
</tr>
</tbody>
</table>
(5) SCORES FOR APPLICANTS IN THE FIRST YEAR OF A MASTER PROGRAMME
BASED ON THEIR ADMISSION SCORES AT THEIR FACULTY

<table>
<thead>
<tr>
<th>University admission score</th>
<th>Halls of residence admission score</th>
<th>University admission score</th>
<th>Halls of residence admission score</th>
<th>University admission score</th>
<th>Halls of residence admission score</th>
</tr>
</thead>
<tbody>
<tr>
<td>99-100</td>
<td>40</td>
<td>76</td>
<td>26</td>
<td>62</td>
<td>12</td>
</tr>
<tr>
<td>97-98</td>
<td>39</td>
<td>75</td>
<td>25</td>
<td>61</td>
<td>11</td>
</tr>
<tr>
<td>95-96</td>
<td>38</td>
<td>74</td>
<td>24</td>
<td>60</td>
<td>10</td>
</tr>
<tr>
<td>93-94</td>
<td>37</td>
<td>73</td>
<td>23</td>
<td>59</td>
<td>9</td>
</tr>
<tr>
<td>91-92</td>
<td>36</td>
<td>72</td>
<td>22</td>
<td>58</td>
<td>8</td>
</tr>
<tr>
<td>89-90</td>
<td>35</td>
<td>71</td>
<td>21</td>
<td>57</td>
<td>7</td>
</tr>
<tr>
<td>87-88</td>
<td>34</td>
<td>70</td>
<td>20</td>
<td>56</td>
<td>6</td>
</tr>
<tr>
<td>85-86</td>
<td>33</td>
<td>69</td>
<td>19</td>
<td>55</td>
<td>5</td>
</tr>
<tr>
<td>83-84</td>
<td>32</td>
<td>68</td>
<td>18</td>
<td>54</td>
<td>4</td>
</tr>
<tr>
<td>81-82</td>
<td>31</td>
<td>67</td>
<td>17</td>
<td>53</td>
<td>3</td>
</tr>
<tr>
<td>80</td>
<td>30</td>
<td>66</td>
<td>16</td>
<td>52</td>
<td>2</td>
</tr>
<tr>
<td>79</td>
<td>29</td>
<td>65</td>
<td>15</td>
<td>51</td>
<td>1</td>
</tr>
<tr>
<td>78</td>
<td>28</td>
<td>64</td>
<td>14</td>
<td>0-50</td>
<td>0</td>
</tr>
<tr>
<td>77</td>
<td>27</td>
<td>63</td>
<td>13</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(6) SCORES FOR APPLICANTS IN UPPER YEARS BASED ON THEIR GRADE POINT AVERAGE

<table>
<thead>
<tr>
<th>Grade point average/score</th>
<th>Minimum score:</th>
<th>Maximum score:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade point average*</td>
<td>0</td>
<td>40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade point average*</th>
<th>Halls score</th>
<th>Grade point average*</th>
<th>Score</th>
<th>Grade point average*</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.00</td>
<td>40</td>
<td>4.25</td>
<td>25</td>
<td>3.50</td>
<td>10</td>
</tr>
<tr>
<td>4.95</td>
<td>39</td>
<td>4.20</td>
<td>24</td>
<td>3.45</td>
<td>9</td>
</tr>
<tr>
<td>4.90</td>
<td>38</td>
<td>4.15</td>
<td>23</td>
<td>3.40</td>
<td>8</td>
</tr>
<tr>
<td>4.85</td>
<td>37</td>
<td>4.10</td>
<td>22</td>
<td>3.30</td>
<td>7</td>
</tr>
<tr>
<td>4.80</td>
<td>36</td>
<td>4.05</td>
<td>21</td>
<td>3.20</td>
<td>6</td>
</tr>
<tr>
<td>4.75</td>
<td>35</td>
<td>4.00</td>
<td>20</td>
<td>3.10</td>
<td>5</td>
</tr>
<tr>
<td>4.70</td>
<td>34</td>
<td>3.95</td>
<td>19</td>
<td>3.00</td>
<td>4</td>
</tr>
<tr>
<td>4.65</td>
<td>33</td>
<td>3.90</td>
<td>18</td>
<td>2.90</td>
<td>3</td>
</tr>
<tr>
<td>4.60</td>
<td>32</td>
<td>3.85</td>
<td>17</td>
<td>2.80</td>
<td>2</td>
</tr>
<tr>
<td>4.55</td>
<td>31</td>
<td>3.80</td>
<td>16</td>
<td>2.70</td>
<td>1</td>
</tr>
<tr>
<td>4.50</td>
<td>30</td>
<td>3.75</td>
<td>15</td>
<td>below 2.60</td>
<td>0</td>
</tr>
<tr>
<td>4.45</td>
<td>29</td>
<td>3.70</td>
<td>14</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.40</td>
<td>28</td>
<td>3.65</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.35</td>
<td>27</td>
<td>3.60</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.30</td>
<td>26</td>
<td>3.55</td>
<td>11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Grade point average = grade point average established for grant purposes – it is calculated according to the effective Regulation on Student Fees and Benefits. When calculating the points, the grade point average established for grant purposes applicable to the last completed academic semester, as included in the NEPTUN academic and records system on the day indicated in the call for applications of the halls of residence admission procedure, shall be taken into account.

(7) SCORES FOR STUDENTS IN UPPER YEARS FOR PERFORMING COMMUNITY WORK

The leaders of colleges for advanced studies, student organisations and academic student workshops accredited/recognised by the Students’ Union of Corvinus University of Budapest (organisations of categories A, B and C) issue a document for the applicant as a proof of professional and community activities performed by him. The applicant shall upload this signed and sealed document to the electronic application system. If there is no seal on the document, the student organisation team of the Students’ Union shall certify it before it is submitted.

In the case of points for participation in interest representation, the Halls of Residence Committee, student organisations or colleges for advanced studies, the head of the organisation concerned assesses the applicant’s performance on a scale of 1 to 5. The value according to this scale – approved by the committee assessing the applications – shall be automatically multiplied by the maximum number of points that can be given taking into account the category of the organisation and the position of the applicant in such organisation. (Up to half the scores listed below can be given in respect of activities lasting one semester.)
2 points can be added to the scale value for middle level managers (including without limitation: rapporteurs) and 4 points can be added to members of the top management (including without limitation: chairmen, vice-chairmen or secretaries). The amount received after the multiplication shall be rounded according to mathematical rules.

In any application period, professional and community activities may only be taken into account if they were performed in the preceding two semesters. No supporting documents can be submitted about activities performed prior to that, with the exception of sports activities, where the results achieved at the last competition (within four years) will be relevant.

A maximum of 20 points can be obtained from the different activities. Only 20 points can be taken into account during the admission procedure even if the leaders of the organisations confirm more points than that for the student.

<table>
<thead>
<tr>
<th>Professional and public life score</th>
<th>Minimum score</th>
<th>Maximum score 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description of the activity:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halls of Residence Student Committee</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Interest representation organisations of the University (University Students’ Union, University Student Welfare Committee the University’s Committee for Halls of Residence, etc.), CHM</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Interest representation organisations of the Faculty (Students' Union, delegates of the different departments, etc.)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Membership in a college for advanced studies</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Student organisations accredited by the University Students' Union (cultural groups, professional groups, etc.)</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>Category</td>
<td>Points</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Academic Student Workshop of the Faculty (accepted paper for the Academic Student Workshops: 3 points, place winner at the Faculty: 6 points, participation in the National Academic Student Workshops: 9 points), working as a teaching assistant (4 points/semester)</td>
<td>3-9 (depending on the activity)</td>
<td></td>
</tr>
<tr>
<td>Publications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication in an academic journal</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Newspapers (Népszabadság, Magyar Hírlap, Közgazdász, etc.)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Professional journals (e.g.: Közgazdasági szemle categories A, B, C, and D on the website of the Hungarian Academy of Sciences)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Writing parts of a textbook (proportionately for co-authors)</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>International publication (peer-reviewed)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Academic competitions at the University</td>
<td></td>
<td></td>
</tr>
<tr>
<td>place winner (individual)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>place winner (team)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>participation (individually or in a team)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Professional competitions not organised by the University (organised by companies)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>place winner (individual)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>place winner (team)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>participation (individually or in a team)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>International competitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>place winner (individual)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>place winner (team)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>participation (individually or in a team)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Participation in professional training/conferences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Sports activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>individual international (place winner)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>individual national (place winner)</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>
(8) The procedure after the calculation of the halls of residence admission score

The University’s Committee for Halls of Residence prepares the list of the residents admitted to the different halls of residence, on the basis of Chapters II and IV, in accordance with the total scores of students, taking into account the application order specified by each applicant.

In accordance with the established quotas, based on the total scores, the University’s Committee for Halls of Residence establishes the list of those admitted (in a descending order), and makes a decision on the number of students who can be admitted on the basis of appeal procedures.

Applicants will find information on their admission/rejection in the electronic application system.
(1) Non-Hungarian citizen students who do not speak Hungarian may submit their application to the halls of residence selected by them in English, on the application form attached to the Regulation on Student Fees and Benefits as Annex 2.5/g (Halls of Residence Application Form). An application form must be completed even if the University is obligated to provide a place in a hall of residence to the applicant on the basis of a scholarship programme or an intergovernmental agreement.

(2) The foreign applicant shall send the scanned version of the application form filled in on a computer and signed by the applicant to the University's Committee for Halls of Residence, by the deadline specified in the call for applications. The applicant shall submit the original copy of his application form to the University’s Committee for Halls of Residence after his arrival in Hungary, at the latest by the 10th working day following the start of his educational programme.

(3) The University's Committee for Halls of Residence prepares a summary of the application forms received until the deadline and it also prepares a statement of the applicants broken down by faculty and by the hall of residence selected. The list broken down by hall of residence will be sent to the administrator in charge of the building concerned at the latest by the announcement of the first round of the results. At the same time, the list broken down by faculty will be sent to the Dean’s Office of the faculty concerned, where the list will be completed with the financing information applicable to applicants (scholarship programme, fee-paying status, special features of the intergovernmental agreement applicable to the programme).

(4) The rights and obligations set out in the organisational and operational rules and the house rules of the hall of residence concerned shall apply to foreign applicants who submit a regular application in the same way as to applicants who submit their applications through the electronic application system. The halls of residence fees and additional service fees applicable to foreign students shall be the same as the halls of residence fees and additional service fees included in Annex 2.5/c of the Regulation on Student Fees and Benefits unless the provisions of the scholarship programme, the tuition fee payment rules or the provisions of the intergovernmental agreements applicable to the programme provide otherwise.

(5) The provisions of paragraphs (1) to (4) shall not apply to students accommodated using the ISP places specified in Annex 2.5/e of the Regulation on Student Fees and Benefits or to students who are accommodated on the basis of special agreements concluded between the University’s organisational units and the halls of residence.

**V Closing provisions**
The Senate adopted this regulation at its meeting held on 15 June 2015. This regulation shall enter into force on the day following the above meeting, and concurrently with this all previous regulations issued on the same subject-matter shall be superseded.

Dr. Zsolt Rostoványi
Rector

Dr. Lívia Pavlik
Chancellor
APPLICATION

I the undersigned ……………………, a student admitted to …………………., Kollégium (Hall of Residence) of Corvinus University of Budapest, request to be exempted from the payment of halls of residence fees pursuant to Section 26(4) of the Regulation on Student Fees and Benefits.

From ……………..20... until ……………… 20...

I submit my application based on the following reasons and supporting documents.
(Please underline as appropriate)

➢ Disadvantaged
   
   Supporting documents to be attached
   
   Decision by the town clerk on taking the person concerned into protection or
   Proof of entitlement to regular child protection benefit or
   Decision by the guardianship authority

➢ Orphan
   
   Supporting documents to be attached
   
   Death certificates

➢ Student with dependent family members
   
   Supporting documents to be attached
   
   Birth certificates of children or
   Decision on carer’s allowance

➢ The student was under guardianship which terminated because he came of age
   
   Supporting documents to be attached
   
   Decision by the guardianship authority
   
   Supporting documents to be attached
   
   Contract for services

Budapest, ……………. 20...

…………………………

Signature of the applicant
Halls of residence application form for non-Hungarian citizen students who do not speak Hungarian

Halls of Residence Application Form
Corvinus University of Budapest
For foreign students only!

Instructions
This application form should be returned to Corvinus HÖK EKB Office (Students' Union, the University’s Committee for Halls of Residence), Building E, Ground Floor, Room E.17 (Fővám tér 8., Budapest 1093 Hungary). A scanned copy must be submitted by e-mail to ekb@unicorvinus.hu before (actual deadline). Failure to meet this deadline invalidates the application! Please fill all the lines below with the necessary information. Applications with missing data will be denied!

Applicant

<table>
<thead>
<tr>
<th>Family name / Last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name / First name</td>
</tr>
<tr>
<td>Date and place of birth</td>
</tr>
<tr>
<td>Home address</td>
</tr>
<tr>
<td>Home phone number</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>Sex</td>
</tr>
<tr>
<td>Person to contact in case of emergency, phone</td>
</tr>
<tr>
<td>Faculty and Department</td>
</tr>
<tr>
<td>Participating programme (important)</td>
</tr>
<tr>
<td>NEPTUN ID (if known)</td>
</tr>
<tr>
<td>Contact person at Corvinus</td>
</tr>
</tbody>
</table>

Date of moving in (autumn semester: no earlier than 1 September, spring semester: no earlier than 1 February):

Amended by: Resolution No. SZ-143/2015/2016 (18.05.2016)
Date of moving out (no later than 30 June):

Hall of residence (mark one with X):

| Kinizsi Kollégium (Kinizsi utca 2-6., Budapest 1092 Hungary) |
| Földes Ferenc Kollégium (Ráday utca 43-45, Budapest 1092, Hungary) |
| Tarkaréti Kollégium (Tarkarét utca 6, Budapest 1106, Hungary) |

Period of stay (mark one with X):

| 5 months (one semester) |
| 10 months (two semesters) |

The first monthly fee is to be paid in full regardless of the date of check-in, and any months started must be paid in full. Half the applicable fees must be paid for any full months cancelled before the end of the semester. Cancellation of application prior to the deadline will incur no further charges, while cancellations after the deadline, no shows and early terminations are subject to fees as described above. Residents will be held liable for any damage they cause in their rooms.

Date:

Signature: