

STUDENT DORMITORY RULES

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following Rules as an annex to its Organizational and Operational Rules.

Part I **General provisions**

Scope and application of these Rules

Section 1 (1) The scope of these Rules extends to the operation of all of the Pázmány Péter Catholic University's dormitories and to all of its students and doctoral students (hereinafter jointly: student).

(2) The list of the University's dormitories and their basic data are set out in Annex 1 to these Rules.

(3) The scope of these Rules also extends to those persons not in a student relationship with Pázmány Péter Catholic University who are housed in dormitories provided by the University or are dormitory members. The rules set out for students shall be suitably applied to such persons. If the University provides lodging at a dormitory operated by the University on the basis of a separate rental or service contract (without dormitory membership), the applicable contract may lay down rules that differ from those set out in these Rules.

(4) The scope of these Rules extends to the dormitory services provided at dormitories leased by the University, with the condition that the faculty providing such dormitory services may – in complementary provisions attached to these Rules – deviate from the provisions of these Rules, excluding the unified factors for dormitory admissions, the provisions on maximum dormitory charges, the method for publishing dormitory charges, and the deadlines of such charges.

(5) In view of the characteristics of purely theological education and based on the unique regulations stipulated for the proper observance of the mandatory requirements of the Holy See, the Faculty of Theology and the Postgraduate Institute of Canon Law may deviate from the provisions of these Rules as regards the dormitory housing of students and doctoral students.

(6) In the event of any doubt, the Rector has the right to provide for the authentic application of the Regulations and to issue any provisions needed for the enforcement of the Regulations, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.

Basic dormitory objectives

Section 2 (1) The purpose of the dormitory is to function as a social institution for students and thus allow students living in unfavorable social conditions to study.

(2) In line with its purpose, the dormitory takes part in preparing students for starting careers as intellectuals.

(3) Dormitory residents are given the possibility of making their quarters more homely.

(4) The dormitory provides students with the possibility of self-training, exercising, and spending their free time usefully.

(5) The dormitory also upholds student traditions and plays a role in the formation of communities.

Part II Dormitory operations

Section 3 (1)¹² The operation of the dormitory is managed by the Dormitory Director appointed by the Rector. In exercising this power, the Dormitory Director is especially entitled to:

- a) organize and conduct the dormitory admission process,
- b) conclude dormitory contracts with admitted dormitory residents,
- c) lay down the dormitory house rules,
- d) manage and supervise the regular functioning of the dormitory and adherence to the house rules.

(2)³⁴

(3)⁵⁶ The Dormitory Director shall lay down and amend the dormitory house rules after consulting with the Students' Union at the University. The dormitory house rules can be amended during the academic year, with the condition that amendments cannot curb the rights of current dormitory residents.

(4)⁷ The day to day workings of the dormitory shall be coordinated by the Dormitory Director, dormitory officer, or teacher.

Basic services provided as part of the dormitory service

Section 4 (1) The dormitory service includes the provision of basic and supplementary services.

(2) The following qualify as basic dormitory services:

- a) the exclusive right to use one bed, one desk for personal use, one chair, and one wardrobe, per student in each dormitory room,
- b) the exclusive right to use one duvet and one pillow per bed,
- c) the right to use suitable bathing facilities and toilet,
- d) facilities for cooking and warming food, with at least one 1,000 watt hot-plate per 25 persons,
- e) heating,
- f) a water supply of no more than 150 liters/person/day,
- g) a warm water supply of no more than 90 liters/person/day,
- h) washing and ironing facilities with at least one automatic washing machine with a capacity of 5 kg and at least one ironing board,
- i) ⁸a number of computer workstations equal to 5% of the number of dormitory beds, but no less than 3, where each computer has access to the internet and the University's e-library services,
- j) a study room with facilities for at least 5% of the number of residents, with at least 2 m² per person, including the use of a desk and chair,
- k) 25 liters of space in a refrigerator per person,
- l) an electricity network in each room suitable for supplying electricity to refrigerators, hair dryers, and electric appliances with outputs less than 200 watts (other than heaters),
- m) periodic cleaning of the dormitory two times a year,

¹ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

² Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

³ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

⁴ Repealed by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

⁵ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

⁶ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

⁷ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

⁸ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

- n) daily cleaning of common areas, bathing facilities, and toilets,
- o) building insect and pest management at least once a year,
- p) a reception service or access control system,
- q)⁹

(3) As set out in the given dormitory's house rules, additional or supplementary services in addition to the basic services may also be provided – which can be voluntarily accessed.

Part III Dormitory membership

Enrolling for dormitory membership

Section 5¹⁰ (1) Dormitory membership is established with the conclusion of the valid dormitory contract.

(2) A dormitory contract can be concluded only with a person who

- a) has been admitted to the dormitory in the dormitory admission procedure held in the given semester,
- b) is a resident of any of the University's colleges for advanced studies in the given period,
- c)¹¹ is a foreign national participating in a Stipendium Hungaricum or Scholarship Programme for Christian Young People (hereinafter: scholarship programs) or in a training programme in a foreign language with tuition fees for whom a dormitory accommodation has been provided by the University in the given period.
- d)¹² a guest student studying at the University in an international mobility programme.

(3)¹³ Of the total number of places available in the dormitory, for the purpose of accommodating certain groups of students pursuant to points a)-d) of Section 5 (2), the Dormitory Director shall decide on the number of spots to be made available in the given period, based on preliminary consultations with the deans and the heads of the colleges for advanced studies; the Dormitory Director shall inform the affected heads of the colleges for advanced studies and the organizational unit of the competent faculty managing the issues of students participating in scholarship programs, no later than January 30 or November 30 of the given year.

(4)¹⁴ If the student entitled to conclude the dormitory contract fails to conclude the contract by the deadline specified by the dormitory, the student shall lose such eligibility. The Dormitory Director shall decide on the allocation of the dormitory places thus freed up or unfilled by the competent faculty or college for advanced studies for the given period.

(5) Appeals against the decision of the Dormitory Director regarding dormitory places may be submitted to the University Deputy Rector for Education.

(6) If the number of students who conclude dormitory contracts within the deadline is less than the number of available places or a given place is freed up during the year for any reason, the place may be given to an applicant who is not a University student by way of dormitory rental.

Section 6^{15, 16} (1) The dormitory admission procedure shall be announced on the dormitory website at least thirty days prior to the application deadline.

(2) Dormitory applications shall be submitted via the Neptun system, attaching the certificates necessary for supporting the contents thereof. The application shall automatically include the

⁹ Repealed by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

¹⁰ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

¹¹ Amended by Decision 50 of June 20, 2024 of the University Council with effect from July 8, 2024.

¹² Enacted by Decision 50 of June 20, 2024 of the University Council with effect from July 8, 2024.

¹³ Amended by Decision 50 of June 20, 2024 of the University Council with effect from July 8, 2024.

¹⁴ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

¹⁵ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

¹⁶ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

relevant student data as registered in the Neptun system, meaning these can only be amended prior to the submission of the application.

(3) No extension is available for the deadline for submitting the admission application and no application for certification may be submitted if the deadline is not met.

(4)¹⁷ Applicants shall be ranked according to the uniform scoring system outlined in Annex 2 to the present Rules and shall then be admitted starting from the top of the ranking until the available places are filled.

If more than one applicant has the same number of points but there are not enough places, the higher score will be determined firstly by the work schedule of the training program, secondly by the social situation of the student, thirdly based on sport, professional, and community activities, and fourthly based on academic performance. If all the sub-scores are equal, the earlier date of submission of the application determines who shall be granted admission.

If the number of applicants is less than the number of available places, the ranking can be omitted.

(5)¹⁸ Applications will be assessed by the Dormitory Director, the Student Welfare Committee and their appointed assessors.

(6) Applicants who had previously been deprived of their dormitory memberships as a disciplinary sanction may be excluded from the admission procedure.

(7) Dormitory admission cannot be transferred to subsequent semesters.

(8) In respect of the places allocated to the colleges for advanced studies, the respective college for advanced studies shall carry out the admission procedure in accordance with its own rules and under its own competence, and the competent head of the college for advanced studies shall inform the Dormitory Director in writing of the students entitled to conclude a dormitory contract for the given period.

(9) In respect of the places allocated to students participating in scholarship programs, the employee of the competent faculty organizational unit shall inform the Dormitory Director in writing of the students entitled to conclude a dormitory contract for the given period.

The rights and obligations of dormitory residents

Section 7 (1) Students housed in the dormitory have the right to

- a) use the dormitory place provided to the student, the services provided as part of the dormitory's basic services, and the common areas in the dormitory,
- b) use the study, cultural, and entertainment possibilities offered by the dormitory, as well as all offered services,
- c) make recommendations and initiatives to improve community life in the dormitory, and
- d) turn to the dormitory's competent bodies in question involving the student's person and the community.

(2) Students housed in the dormitory shall be obligated to

- a) pay dormitory fees by their deadlines,
- b) adhere to the dormitory house rules,
- c) use the dormitory and its furnishings in line with their intended purposes, and to refrain from threatening the integrity of their condition and causing damages.

(3) The dormitory shall be authorized to specify places in the dormitory – taking into account student needs as far as possible. The student shall not be authorized to change the provided place, but may submit a written request for doing so.

¹⁷ Amended by Decision 142 of December 20, 2023 of the University Council with effect from January 1, 2024.

¹⁸ Amended by Decision 50 of June 20, 2024 of the University Council with effect from July 8, 2024.

(4) Students may start using their furnished places in the dormitory after taking an inventory of the given furnishings, with the obligation to account for all inventoried items. Students may not make any changes to dormitory rooms without permission.

(5) Students may not transfer to or share with third persons the dormitory place and may not sublet or allow third persons to use their place.

(6) During teaching breaks of at least one week, students may be required to leave the dormitory.

(7) Students shall be required to clean their own living quarters and the adjacent rooms. Students shall furthermore be obligated to deposit their own trash in the respective receptacles. The additional costs from failing to perform the cleaning obligations and any official public health fines shall be borne by the students housed in the room in question.

Termination of dormitory membership

Section 8 (1) Dormitory membership shall be terminated

- a) upon the expiration of the fixed term,
- b) if the dormitory contract is terminated with immediate effect,
- c) by way of revocation of dormitory membership due to the imposition of a disciplinary sanction,
- d) ¹⁹

(2)²⁰ Termination of or suspension of the student's legal status or the entitlement to conclude a dormitory contract does not automatically result in the termination of dormitory membership. Students wishing to terminate dormitory membership shall do so in writing at least fifteen days prior to the planned date of moving out. If the student legal status or the eligibility for concluding the dormitory contract is terminated or suspended, the University shall also be authorized to terminate the dormitory contract with reference to such fact. In case of termination by the University, membership shall end on the last day of the month following communication of the termination; in case of notice by the student, the student shall be required to pay the entire dormitory fee for the month in which the termination takes effect, and the student shall not be entitled to any pro rata reimbursement from the fee paid for the given month.

(3) At the time of the termination of membership (or, in the cases outlined in paragraph (1) (b)-(c), within five workdays of termination), students shall be obligated to hand over their dormitory places in an empty state after removing their possessions. Students are fully liable for missing or damaged inventory items, insofar as such damages exceed that expected as a result of normal use.

(4) The values of the items taken over as per the inventory shall be defined beforehand and disclosed to students in an appropriate manner. The values of such items can be updated once per academic year. When moving out (or when reporting the loss of or damages to items taken over as per the inventory, or when official notice is taken of such), students shall be obligated to settle the damages caused by paying the listed amount.

(5) Any items left in the dormitory after the termination of dormitory membership can be taken over within 30 days in return for a late fee. After the above deadline has passed, the dormitory shall be authorized to dispose of such of the student's items.

Part IV Dormitory fee

Section 9 (1) Students shall be obligated to pay a dormitory fee for the dormitory services.

¹⁹ Repealed by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

²⁰ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

(2)²¹²² The dormitory fee shall be set in advance for each academic year by May 30 of each year, by the Dormitory Director, in agreement with the University Students' Union.

(3) Within the framework laid down by law, the amount of the dormitory fee shall be set according to the various available comfort levels, separately for students with state scholarships, state-funded students, self-funding students, and students in fee-paying training. For the purposes of the dormitory fee, persons without student status at the University shall be classified as self-funding students.

(4) The dormitory fee shall be made public when the admission procedure is announced.

(5) The dormitory fee shall include the provision of the basic services required by law. No other fee or reimbursement besides the dormitory fee may be charged for the use of the basic dormitory services required by law. Students may be charged for any services additional to the basic services, which may be used voluntarily.

(6) The amount of the dormitory fee cannot be unilaterally amended during the academic year. Cases in which the student's legal status is terminated or the student's financing form changes, automatically amending the dormitory fee starting from the date of such change, shall not qualify as an amendment of the dormitory fee.

Section 10 (1) The dormitory fee shall be paid in monthly installments, by the tenth day of each month. If requested by the student, the fee can also be paid in advance in one lump sum.

(2) Students shall pay the dormitory fee electronically by bank card via the Neptun system, by the respective deadline. Persons without student legal status shall be obligated to pay the fee by bank transfer to the provided bank account. An invoice shall be provided for the paid fee.

(3) The payment obligation shall remain valid even if the student does not make use of the dormitory services or the student has been obligated to move out of the dormitory due to a school break, as outlined in these Rules. Students shall not be obligated to pay the dormitory fee for periods in which the dormitory does not provide the service, in violation of the provisions of these Rules.

(4)^{23, 24 25} If the student defaults on paying the dormitory fee and the default does not exceed two months, the payment obligation can be fulfilled with the payment of the late fee for late payment of the dormitory fee. If the default is at least two months, the Dormitory Director shall be authorized to terminate the dormitory contract with immediate effect and to claim late interest for the unpaid payments, which interest shall equal the central bank base rate for the full time of the default.

Part V **Closing provisions**

Section 11 These Rules shall enter into force on August 1, 2016.

Section 12²⁶

²¹ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

²² Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

²³ Amended by Decision 33 of May 26, 2023 of the University Council with effect from August 15, 2023.

²⁴ Amended by Decision 99 of October 26, 2023 of the University Council with effect from January 1, 2024.

²⁵ Amended by Decision 50 of June 20, 2024 of the University Council with effect from July 8, 2024.

²⁶ The amendments laid out in this Section have been applied to the applicable rules.

Acceptance clause:

The University Council of the Pázmány Péter Catholic University has adopted these amended rules with Decision 50 of June 20, 2024. Effective as of July 8, 2024.

Data protection status: **public**

Dated in Budapest on June 20, 2024

Dr. Géza György Kuminetz
Rector
President of the University Council

Pázmány Péter Unified Dormitory		
1.	Dormitory name:	Pázmány Péter Unified Dormitory
2.	Dormitory address:	1107 Budapest, Balkán u. 1/F. (Lot no.: 38317/22)
	Dormitory sites:	
		2500 Esztergom, Kossuth L. u. 25. (Vitéz János Member Dormitory)
		1088 Budapest, Múzeum u. 19. (Saint Madeleine Sophie Barat Member Dormitory)
3.	Dormitory capacity:	293 persons
4.	Established:	2024
5.	Founded by:	Pázmány Péter Catholic University
6.	Dormitory operator:	Pázmány Péter Catholic University
7.	Primary activity:	Hostel and dormitory accommodation
8.	Additional activities:	Guest room services

The dormitory admission scoring system

1. Social situation

Categories awarded based on registered equal opportunity data	Score
Disadvantaged	7
Multiply disadvantaged	15
Disabled	9
Has a large family	4
Is the breadwinner	5
Orphan (under the age of 25)	17
Half-orphan (under the age of 25)	10
Childcare benefit recipient	5

Data to be provided by the applicant	Score
The applicant was in long-term foster care until reaching adult age	6
Guardianship terminated due to age	12
Orphan (over the age of 25)	12
Half-orphan (over the age of 25)	5
Decision on fictitious fatherhood	5

Points for dependent siblings		
Number of dependent siblings	Details	Score
1	4	4
2	4+4	8
3	4+4+4	12
4	4+4+4+3	15
5	4+4+4+3+2	17
6	4+4+4+3+2+2	19
+2 points for each additional dependent sibling		

The situation of the supporting community	Score
The number of the applicant's children	7 × the number of children
Raising the child alone	5
The number of siblings or other family members who require care and live in the same household as the applicant	5 × each family member

Circumstances pertaining to the supporting party	Score
One supporting party is category I or II disabled	10
One supporting party is category III disabled	8
One supporting party is disabled (uncategorized)	4
The applicant's supporting party receives old-age pension	4
The applicant's supporting party is unemployed	4
If both supporting parties are disabled/receiving an old-age pension/unemployed, the points are added together	

The applicant's supporting parties are divorced and the supporting party has not remarried	7
The applicant's supporting parties have divorced and the supporting party does not receive any support from the other	9
The supporting party is the applicant's spouse	4

Housing data - Housing conditions	Score
Sublease	20
Dormitory	15

Distance between the home and the institution	Score
0 km (same settlement)	0
≤ 49 km	1
50-99 km	2
100-124 km	3
125-149 km	4
150-174 km	5
175-199 km	6
200-224 km	7
225-249 km	8
≥ 250 km	10

Regular monthly costs arising due to the applicant's health	Score
HUF 0-2,499 / month	0
HUF 2,500-4,999 / month	2
HUF 5,000-9,999 / month	4
HUF 10,000-14,999 / month	5
HUF 15,000-19,999 / month	6
HUF 20,000-24,999 / month	7
≥ HUF 25.000 / month	8

Self-sufficient student	7 points
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Points awarded for other social conditions	0-10 points
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Monthly net income categories per person in the supporting community	Score
HUF 0-44,999 / month	45
HUF 45,000-49,999 / month	42
HUF 50,000-54,999 / month	39
HUF 55,000-59,999 / month	36
HUF 60,000-64,999 / month	33
HUF 65,000-69,999 / month	30
HUF 70,000-74,999 / month	27
HUF 75,000-79,999 / month	24
HUF 80,000-84,999 / month	21
HUF 85,000-89,999 / month	18
HUF 90,000-94,999 / month	15
HUF 95,000-99,999 / month	12

HUF 100,000-104,999 / month	9
HUF 105,000-109,999 / month	6
HUF 110,000-114,999 / month	3
HUF 115,000-119,999 / month	0
HUF 120,000-124,999 / month	-3
HUF 125,000-129,999 / month	-6
Above this limit, the score decreases by 3 points with every step	

The Neptun-ETR application management system automatically sums up the points that can be awarded for social status using the above single points system.

2. Academic results

In the case of non-first year students, based on the adjusted credit index of the previous semester:

3.49 and under	0 points
3.50-3.69	2 points
3.70-3.89	4 points
3.90-4.09	6 points
4.10-4.29	8 points
4.30-4.49	10 points
4.50-4.69	12 points
4.70-4.89	14 points
4.90 and above	16 points

In the case of freshmen students in bachelor and single-cycle programs, based on admission scores:

299 and under	0 points
300-319	2 points
320-339	4 points
340-359	6 points
360-379	8 points
380-399	10 points
400-419	12 points
420-429	14 points
440 and above	16 points

In the case of freshmen students in master programs, based on admission scores:

54 and under	0 points
55-59	2 points
60-64	4 points
65-69	6 points
70-74	8 points
75-79	10 points
80-84	12 points
85-89	14 points
90 and above	16 points

3. Sport, professional, and community activities (maximum total of 25 points)

(the method of certification in parentheses)

International or national 1 st -6 th place in an Olympic or Paralympic sport organized by an official association:	5 points (certificate issued by the association - 3 years)
National higher education scholarships:	5 points (certificate - 1 year)
National Conference for Student Researchers, 1 st -3 rd place or special prize	5 points (certificate - 2 years)
National Secondary School Academic Competition, 1 st -6 th place (first year):	5 points (certificate)
Demonstrator position:	2 points (certificate issued by the department) 5 points
Parish (pastoral) recommendation:	
Christian community membership, group leadership (boy or girl scouts, Regnum Marianum, Szentjánosbogár, etc.):	1-5 points (certificate issued by the head of the community)
PPCU dormitory membership in the previous year:	5 points
Participation in Students' Union work:	5 points (certificate issued by the Faculty Students' Union President)

4. Points awarded based on the educational program's schedule

Full-time education:	10 points
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