



PÁZMÁNY

Pázmány Péter Catholic University

1635

**Educational information**

**2024–2025**

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Dear Students,

It brings me great joy to welcome you on occasion of the 2024/2025 academic year. I am especially happy to greet our students who are starting their studies at Pázmány Péter Catholic University this year.

All of you have come to this University because you wish to attain a high standard of knowledge in a certain field or specialty and to obtain qualifications or a diploma that reflects that knowledge. I thank you for the trust that you have shown when you chose us.

In addition to learning the materials of the courses and striving towards the final goal of obtaining your degree, I would also like to invite you to participate in the work that forms the essence of this University: the search, discovery, and passing on of truth. The store of knowledge that you are entering is not yet complete. How we can continue building it and whether we can fill this store to finally pass on our treasures to future generations depends on you. We are counting on you, and we would like to work together with you in achieving this noble goal.

The University is also a Catholic University. The basis of how we see people, our self-assessment, and our hope in the future is the belief that God created us in his own image, redeemed us, and loves us with irrevocable love. We face the task of searching for the truth, trusting that the Holy Spirit will guide us into all the truth (John 16:13). That is the belief and trust that make us a true community. The work we perform as part of this belief moves us forward not only in getting to know the truth, but also contributes to the consummation of our personalities so that we can truly become ourselves.

I wish from the very bottom of my heart that this academic year, and in fact all the time we spend at Pázmány Péter Catholic University, will be spent in this spirit in learning, research, the exchange of ideas, and time spent together that is joyous, committed, and yet free and full of hope. If we manage to do so, the result of your work will be more than just a diploma that certifies your skills and qualifications: your work will contribute to the fulfilment of your personality, to living in and building the University community, and it will make you suited to a calling chosen for a higher order of service.

For this, I ask God's blessing.

Yours sincerely,

Dr. István Szabó  
Vice Rector for Education and Strategy

## University information

### ***The University's name, address, and institutional ID***

Pázmány Péter Catholic University  
1088 Budapest, Szentkirályi utca 28.  
Phone: +36/1/429-7200  
Institutional ID: FI79633

### ***Heads of the University***

Grand Chancellor: S.E.R. Dr. András Veres, Bishop of Győr, President of the Hungarian Catholic Bishops' Conference  
Rector: Rev. Mons. Dr. Géza György Kuminetz

### ***Names of Faculties, campuses, contacts, heads of Faculties***

#### **FACULTY OF THEOLOGY**

Dean: Rev. Mons. Dr. Perendy László Mihály  
Address: H-1053 Budapest, Veres Pálné u. 24.  
Phone: +36/1/484-3052/104  
Fax: +36/1/484-3051  
Email: [dekani.hivatal@htk.ppke.hu](mailto:dekani.hivatal@htk.ppke.hu)  
Internet: <http://htk.ppke.hu>

#### **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

Dean: Dr. Máté Nándor Birher  
Internet: <https://btk.ppke.hu/en>

#### **FACULTY OF HUMANITIES AND SOCIAL SCIENCES, Budapest campus**

Address: H-1088 Budapest, Mikszáth Kálmán tér 1. (Sophianum)  
Phone: +36/1/235-3030  
Email: [sophianum@btk.ppke.hu](mailto:sophianum@btk.ppke.hu), [dekani.hivatal@btk.ppke.hu](mailto:dekani.hivatal@btk.ppke.hu)  
Address: 1111 Budapest, Bertalan Lajos u. 2. (Danubianum)

#### **FACULTY OF HUMANITIES AND SOCIAL SCIENCES, Esztergom campus**

Address: 2500 Esztergom, Majer István út 1–3. (Iohanneum)  
Phone: +36/70/525-5094  
Email: [esztergom@btk.ppke.hu](mailto:esztergom@btk.ppke.hu)

#### **FACULTY OF LAW AND POLITICAL SCIENCES**

Dean: Dr. László Komáromi  
Address: H-1088 Budapest, Szentkirályi u. 28-30.  
Phone: +36/1/429-7200  
Fax: +36/1/429-7201  
Email: [info@jak.ppke.hu](mailto:info@jak.ppke.hu)  
Internet: <http://jak.ppke.hu/en>

**FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

Dean: Dr. Gábor György Cserey

Address: H-1083 Budapest, Práter u. 50/A

Phone: +36/1/886-4700

Fax: +36/1/886-4724

Email: [dekani.hivatal@itk.ppke.hu](mailto:dekani.hivatal@itk.ppke.hu)

Internet: <https://itk.ppke.hu/en>

**POSTGRADUATE INSTITUTE OF CANON LAW - "AD INSTAR FACULTATIS"**

President: Dr. Péter Szabó

Address: H-1088 Budapest, Mikszáth Kálmán tér 1.

Phone: +36/1/429-7200

Email: [folia@jak.ppke.hu](mailto:folia@jak.ppke.hu)

Internet: <http://www.kjpi.ppke.hu>

## The schedule for the academic year, educational periods, and significant dates

### Schedule for the 1<sup>st</sup> semester of the 2024/2025 academic year

Period description	Dates
Term time	02 September 2024 - 14 December 2024
The first school day for full-time students	09 September 2024
Classes for correspondence students	according to class schedule
Pázmány Day	16 October 2024
Holidays for full-time students	23 October 2024 (public holiday) 01 November 2024 All Saints' Day (public holiday) 02 November 2024 All Souls' Day (holiday ordered by the Rector, lectures and exams cannot be organized) 07 December 2024 (holiday ordered by the Rector, lectures and exams can be organized) 14 December 2024 (lectures and exams can be organized) 24 December 2024 (day of rest) 25-26 December 2024 (Christmas, public holiday) 27 December 2024 (day of rest) 06 January 2025 (Epiphany, holiday ordered by the Rector)
Exam period 1 (regular + CV [exam only])	16 December 2024 - 01 February 2025
Preliminary exam period (Faculty of Theology, Faculty of Law and Political Sciences)	09 December 2024 - 14 December 2024
Preliminary exam period (Faculty of Information Technology and Bionics)	09 December 2024 - 13 December 2024

### Schedule for the 2<sup>nd</sup> semester of the 2024/2025 academic year

Period description	Dates
Term time	03 February 2025 – 17 May 2025
Educational break	14 April 2025 – 25 April 2025
The first school day for full-time students	10 February 2025
Exam period (regular + CV [exam only])	19 May 2025 – 28 June 2025

## Equal opportunities

The University may, at the student's request, set requirements for students with disabilities that differ in part or in full from those included in the curriculum or, based on Section 49 (8) of the Higher Education Act<sup>1</sup>, may waive such requirements.

<sup>1</sup> Act CCIV of 2011 on National Higher Education

Section 49 (8) Conditions for studying and taking exams shall be adjusted to the given disability in the case of students with disabilities. Moreover, disabled students shall be provided assistance for fulfilling obligations ensuing from their status as students. In justified cases, disabled students shall be exempted from taking certain subjects, studying certain units, or taking exams and being tested. If required, disabled students shall be exempted from taking language examinations, a part of those, or their level. A longer preparation period shall be ensured during exams. The use of technical aids, and therefore, in particular, typewriters and computers, shall be provided for compiling reports in writing, or by substituting a written exam with an oral one and vice versa. Exemptions granted under the present paragraph shall exclusively be ensured in connection with circumstances serving as the grounds for exemption and may not lead to exemption from fundamental academic requirements required for obtaining the qualifications attested by a certificate.

### For further information:

Government Decree 87/2015 (IV.9.) on the implementation of various provisions of Act CCIV of 2011 on National Higher Education

Section 62 (1) Based on the expert opinion issued by the body under Section 63, the higher education institution may provide the disabled student with the following advantages, depending on the student's characteristics, in line with Section 49 (8) of the Higher Education Act:

- a) the administration of a verbal exam instead of a written exam, or vice versa,
- b) during exams, the provision of longer preparation or answer times than those specified for students without disabilities,
- c) during the student's studies and exams, the use of aids and equipment appropriate for the disability in question,
- c) during the student's studies and exams, the provision of personal assistants, sign language, oral or note-taking interpreter,
- e) the display in writing of the information provided during lectures and exams that is important from the aspect of clarity and comprehension, and the use of audiovisual visualization, Braille writing, and magnification,
- f) during exams, decreasing the student's waiting times as much as possible, breaking down long exams into sessions, or providing breaks without leaving the exam room,
- g) during verbal exams, if requested by the student, questions may be provided to the student in writing and clarification may be provided regarding expectations, questions, and instructions,
- h) permitting individual exams,
- i) providing exemption from tasks that require manual dexterity, with the condition that theoretical knowledge may be tested,
- j) providing partial or full exemption from under practical requirements, or performing those by other means, and
- k) providing exemption from measuring language skills, in full, to a certain level, or from under a certain part thereof.

(2) Extended preparation times shall be at least 30% longer than the preparation times specified for students without disabilities.

(3) In justified cases and at the student's request, the higher education institution may, based on the expert opinion, provide other, additional or different advantages to the student than those specified in paragraph (1).

(4) *Repealed by Government Decree 610/2023. (XII. 22.) section 47 (14)*

(5) In case of a health detriment not resulting in a disability or a chronic disease, the higher education institution may, upon presentation of a medical opinion, provide the student with personalized assistance."

Section 63 (1) The type of the disability afflicting the disabled student (applicant) shall be certified with the expert opinion issued by the body specified in paragraph (2) or (5).

The most common disabilities for which special education requirements may be determined: reduced mobility, auditory and visual impairments, speech and other impairments (especially serious speech impairments, dyslexia, dysgraphia, dyscalculia, etc.), and autism.

The Equal Opportunities Committee deals with issues related to promoting the equal opportunities of students:

- Passes decisions on applications submitted by disabled students regarding education and exam requirements.
- Monitors the use of normative support aimed at aiding the studies of disabled students and purchases of tangible assets used to provide assistance.
- Submits recommendations for the Faculty and University leaders on ensuring the full equality of students with disabilities. Proceeds in its present competence at the student's request, to which the relevant certification shall be attached.

The order for submitting applications:

Students may submit equal opportunities applications by way of the Neptun system. If they are unable to do so, they may also submit hard-copy documents to the Faculty equal opportunities coordinator. Information pertaining to the submission of the application is available [here](#).

The Chairman of the Equal Opportunities Committee and the representative for the Faculty of Humanities and Social Sciences: Zsolt Almási ([almasi.zsolt@btk.ppke.hu](mailto:almasi.zsolt@btk.ppke.hu))

(2) If the disability or unique educational requirement of the student (applicant) had already existed during his/her secondary school education, any subsequent disability or unique educational requirement shall be certified with an expert opinion issued by the county (or Budapest) education expert services or their member institutions proceeding as county or national expert committees;

(3) If the disability or special educational requirement of the student (applicant) had not yet existed during his/her high school education, the requirements may be certified with an expert opinion issued by the Eötvös Loránd University Gyakorló Országos Pedagógiai Szakszolgálat [National Pedagogical Assistance Service of Eötvös Loránd University].

Section 64 (1) In light of the student's disability, the student may, based on the expert opinion under Section 63 (1), request partial or full exemption from under the performance of academic obligations or permission to fulfil those by other means.

(2) In line with the regulations of the higher education institution,

a) the disabled student's application for the provision of assistance, exemptions, and advantages shall be assessed,

b) the coordinator managing the assistance of disabled students on behalf of the higher education institution and the faculty shall be appointed and shall perform the necessary tasks,

c) the disabled student may, depending on the type and degree of the disability, use the personal and technical assistance and services provided by the higher education institution or available by other means,

d) the disabled student may use the special notes or technical tools that replace notes and assist with other types of preparation.

(3) The tasks of the coordinator under paragraph (2) (b):

a) participation in the evaluation and record-keeping of the application under paragraph (2) (a) as submitted by the disabled student, as well as in the decisions of legal remedy involving the student, with the condition that the coordinator participating in the evaluation of the application may not participate in the remedy procedure,

b) contact with the disabled student and any facilitators,

c) providing the possibilities for assistance available to disabled students during their studies and exams, and organizing the consultations requested by students with disabilities,

d) making recommendations regarding the use of normative support aimed at aiding the studies of disabled students and purchases of tangible assets used to provide assistance.

(4) The coordinator under paragraph (2) (b) shall have higher education qualifications and competence or professional experience in matters relating to people with disabilities.

(5) The higher education institution shall provide the coordinator with access to the data required for evaluating the special treatment to be afforded the student with disabilities.



Representative for the Faculty of Information Technology and Bionics: Dr. Orsolya Balogh Vargáné ([balogh.orsolya@itk.ppke.hu](mailto:balogh.orsolya@itk.ppke.hu))

Representative for the Faculty of Law and Political Sciences: István H. Szilágyi ([h.szilagy.istvan@jak.ppke.hu](mailto:h.szilagy.istvan@jak.ppke.hu))

Representative for the Faculty of Theology: László István Gájer ([gajer.laszlo.istvan@htk.ppke.hu](mailto:gajer.laszlo.istvan@htk.ppke.hu))

Representative for students: Virág Sövegjártó ([virag.ovegjarto@gmail.com](mailto:virag.ovegjarto@gmail.com))

## Educational counselling and career counselling

### FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The Student Support Centre organizes the services that go beyond the educational activities at the PPCU Faculty of Humanities and Social Sciences. At the Faculty, students have the possibility to spend their free time in a number of ways, to participate in university sporting events, to join various cultural and scientific self-organizing groups, and to join the Students' Union, which provides interest representation for students. In their lives at the University, the Faculty's students may also avail themselves of the career counselling provided by our trained psychologist, and may also join the programs offered by the University Ministry.

Email: [hszk@btk.ppke.hu](mailto:hszk@btk.ppke.hu)

#### ***Psychological support***

The Student Support Center's career counsellor and the team of peer coaches provide psychological support to all students of the Faculty of Humanities and Social Sciences. They work with great devotion to provide a helping hand to everyone who feels lost at the University or simply needs some help or support in any areas of their lives. The career counsellor and the peer coaches work in strict confidence. Each process is generally six sessions, with the conversations taking place in person or, if necessary, online. These services are free of charge.

#### ***Individual psychological counselling***

The system of [individual counselling](#) can include any form of psychological, life management, self-awareness, learning difficulty, and career guidance issues. Students are given the opportunity to utilize the services of a professional psychologist to deal with these issues. The counselling takes place in a relaxed, friendly environment of just two persons with full openness and acceptance to discuss challenges and to provide personalized support with a focus on possible solutions.

#### ***Career orientation and career counselling***

Sometimes people don't know for certain if they're on the right track and don't have a definite idea as to which career or field to choose, or don't know what kind of job to look for. Career orientation counselling uses tests that help students better assess their skills and goals, mapping their strengths and any obstacles and weaknesses. The process helps clarify not only the career it is worth choosing, but counsellors also help plan specific steps, write CVs, and prepare for job interviews.

#### ***Conversations with peer coaches***

The word "peer" indicates that students receive assistance from peer or slightly older – but still non-graduate – psychology MA students. [Peer coaches](#) provide informative counselling regarding university life and engage in supportive conversation to students who feel they are experiencing some obstacles in their lives and would like to move forward in finding a solution.

#### ***Contact information***

Address: Student Counsel Centre, Danubianum, Room 109.

Email (psychologist): [eletpalya.tanacsado@btk.ppke.hu](mailto:eletpalya.tanacsado@btk.ppke.hu)

Email (peer coaches): [kortars.segitok@btk.ppke.hu](mailto:kortars.segitok@btk.ppke.hu)

## **FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

The career counselling provided by the Faculty of Information Technology and Bionics operates in part within the framework of the Registrar's Office with the help of the psychologist employed by the Faculty and in part based on the close, direct cooperation between active students and alumni. Our alumni mailing list includes useful information, job offers, events, grant opportunities, etc. Some Students' Union members also deal with alumni contacts and professional opportunities. Our [website](#) provides information on the Committee's current projects related to educational counselling.

The Registrar's Office also coordinates possibilities for internships. They also provide support to students in the form of personal counselling.

The Faculty has established the Student Counselling Centre, which provides six free psychological counselling sessions for students. During the course of the consultation, private and academic issues can be discussed with the psychologist, who is involved in supporting the students' mental health.

Career counselling services at the Faculty of Information Technology and Bionics are provided jointly by the students and Faculty employees. (The list of people responsible for the various fields can be found below.) As almost all majors require students to participate in internships, this often helps create many long-term relationships between students and workplaces at this early stage: employers are often happy to offer jobs to interns after graduation.

Once a year, the Faculty organizes an alumni meeting, which provides an opportunity for graduates and undergraduates to meet Faculty teachers and other interested parties. At the meeting, alumni students share their experiences regarding professional progress, workplaces, and job opportunities with senior students.

Annually also, the Faculty organizes fairs for its permanent partners, which provide companies with an opportunity to directly contact students and offer them positions for the practice periods.

The Registrar's Office and the Students' Union receive information on intern positions and available jobs in a wide range of IT and bionics applications. These opportunities are shared with students using a separate, internal website dedicated to current intern positions and job opportunities.

### ***Contact persons and office hours***

- professional opportunities: Bálint Szalai Benedek (Students' Union); by appointment
- practice periods, student jobs: László Csányi (Room 231, Registrar's Office (TTI)); by appointment
- career counselling: Máté Pusker (Room 321/a) preliminary Psychological consultation
- grants and scholarships: Orsolya Balogh Vargáné (Room 111, Registrar's Office); by appointment
- organizing annual alumni meetings: Szandra Iván (Dean's Office); by appointment

### ***Contact information***

Location: The Students' Union office and Room 111, Student Counselling Centre (Room 321/a)

Phone: +36 1 886 4711 (Room 111)

Email: [itk-alumni@lists.ppke.hu](mailto:itk-alumni@lists.ppke.hu), [tanulmanyi.osztaly@itk.ppke.hu](mailto:tanulmanyi.osztaly@itk.ppke.hu), [hok@itk.ppke.hu](mailto:hok@itk.ppke.hu), [hallgatoi.tanacsadas@itk.ppke.hu](mailto:hallgatoi.tanacsadas@itk.ppke.hu)

## **FACULTY OF LAW AND POLITICAL SCIENCES**

The PPKE Faculty of Law and Political Sciences has offered career counselling since 2007. The service is provided by the Career Office. The fundamental aim of the office is to create opportunities that help University students best prepare for the difficulties of launching their careers and adapting to the demands of the labor market. It helps develop various abilities and skills, and provides students with knowledge and information that help them start their careers. The activities extend to both professional fields and activities independent from professions (psychological, sociological, and self-awareness issues) that are the building blocks of personality development.

Though the main target group of the activity is the students in the second half of their university studies, the office also often helps alumni requiring help launching their careers or who are considering switching careers.

The Office's activity can be divided into three major fields: 1. personal counselling; 2. mediating internships, job offers, grants, and scholarships; 3. organizing trainings, events, and lectures.

### ***Personal counselling***

The Office is open to everyone. If anyone has any questions, opinions to share, or issues related to studies, launching their careers, or career orientation, qualified counsellors are ready to help find the answers in the form of personal counselling or in small groups. Students also frequently contact the office with issues related to their studies or administrative questions. The answers to a part of these may be answered by career counselling, and the office also helps in identifying the competent organizational unit, the form to submit, or the proper procedure.

It is important to note that personal career orientation counselling is not a psychological activity, therefore we contact the relevant experts if a student contacting the office needs special help.

### ***Sharing opportunities***

The function of the Office is the mediation of various internship opportunities, [job offers](#), and other options required for professional advancement, and continued studies. To provide this service, the Office maintains a good relationship with major employers in the field of law and administration, law offices, the legal departments of companies and organizations, and various entities of state administration and the public sector. The Career Office uses different channels of communication to share the notices of the above employers or, in the case of grants and scholarships, universities. It collects the experiences gained from the interest shown and takes these into account when organizing other activities. When announcing different grants and scholarships, the Office often contacts departments, teachers, and other University organizational units whose professional knowledge and contacts can be shared with students through the publicity provided by the office.

### ***Organizing programs***

The third major function of the Career Office's career orientation activity is the organization of programs that approach the demands and opportunities of the labor market from a different aspect. The Office organizes various lectures and presentations that aim to call the attention of University students to collect as much information as they can during their studies about the different fields in their profession. Invitees often include alumni – both those working outside of or at the University – who can set an example in some respect and shed light on opportunities and obstacles.

Trainings touch upon important areas that, although they may not be included in the model curriculum, are essential for successful integration at a workplace. These trainings extend to specific career-starting knowledge and useful information such as career planning, compiling job applications, and writing CVs.

***Business hours***

The Office is open to students from 8:00 AM to 4:00 PM every day between September and June. We recommend making an appointment by phone or email for career guidance talks and consultations regarding CVs and job interviews.

***Contact information***

Pázmány Péter Catholic University, Faculty of Law and Political Sciences

H-1088 Budapest, Szentkirályi u. 28. I. em. 137.

Email: [karrier@jak.ppke.hu](mailto:karrier@jak.ppke.hu)

## Neptun

The Neptun Unified Education System provides electronic administration services for the University's educational, financial, and education organizational functions. The Neptun student interface (hereinafter: HWEB) can be accessed at <https://neptun3.ppke.hu/hallgato2/Login.aspx> or via the Faculties' websites. Detailed information on the system's operation is available on the Neptun login screen. All of the University's students have the credentials (Neptun ID) to log into the system. Students can use the system for the following main functions:

### **Data Records**

The University uses Neptun to store student data including their place and date of birth, address, phone numbers, email addresses, and identification documents. The University forwards those of the recorded data specified by law to the Higher Education Information System (FIR). Law requires both students and the University to keep these data current. Students shall report any changes to personal data to the University within eight days. Changes to official documents, names, and home addresses must be certified by presenting the official document certifying such change to the Registrar's Office. Other data can be changed on the HWEB (e.g. email addresses, phone numbers, bank account numbers). The University shall be entitled to change student data based on publically certified data in the central personal data and address registry (SZL). Students will be informed of changes thus made by way of a Neptun message.

### **Official Notices**

Students receive official notices from their teachers and administrators dealing with educational and student financial issues via the Neptun system. The system also sends automated messages on changes to certain study-related data (such as logging grades or changes in exam dates). According to the Education and Exam Regulations, students are obligated to check all Neptun messages. The University considers any information published in this manner to have been communicated on the 8<sup>th</sup> day following the date of sending.

### **Registration, subject registration, and exam registration**

In the period indicated in the applicable schedule, students have to register in the HWEB at the beginning of each semester for an active or passive semester. Students registered as active are authorized to register for subjects and exams in Neptun.

### **Tracking educational achievements**

The educational details of the current semester and the results of previous semesters (including registered subjects, exam results, study averages, credit points, and official records) are available on HWEB at any time.

According to Section 108 (24) of the Act CCIV of 2011 on National Higher Education credit is a unit for measuring students' academic work which expresses in respect of a course or curriculum unit the time estimated to be necessary for acquiring the defined learning outcomes and meeting the requirements; one credit represents thirty academic hours on average, and the value of a credit does not depend on the assessment of the learning outcome acquired by the student, provided that the student's performance was accepted.

According to Section 54 of Government Decree 87/2015 (IV.9.) on the implementation of various provisions of Act CCIV of 2011 on National Higher Education, for the purposes of determining the credit value, student education work hours shall include both classes and the student's individual study classes. With the exception of the cohesive individual school preparation practice, the credit values of the individual semesters in postgraduate specialist training, doctoral training, and single-cycle teacher training, also taking into account the training period specified by the institution, may

deviate from the institution's recommendation in the curriculum of thirty credits by no more than three credits.

The curriculum determined on the basis of the competences available according to the training and output requirements consists of required, elective, and optional subjects and curricular elements, as well as criteria requirements. In case of optional subjects, the higher education institution may not limit the student's choice among the subjects announced by the institution.

The curriculum shall assign class numbers and credit values to subjects and curricular elements. The credit value expresses the education work required to fulfil the requirements as well as the number of credits the student acquires by signing up for and completing the subject or curricular element. Credits may be assigned only to those subjects and curricular elements that are classified in line with to Section 56 (7)<sup>2</sup>. All credits assigned to subjects must be integers. In doctoral programs, credits may be obtained for learning, fulfilling subject requirements, and performing research work and teaching tasks.

The number of average individual student education hours specified for the full training period may not exceed three times the number of classes in full-time training, seven times thereof in part-time or evening training programs, twelve times thereof in correspondence training programs, and twenty five times thereof in distance learning. In doctoral programs, these ratios shall be considered governing for the performance of partial subject requirements.

In part-time programs, the number of credits to be performed for a given program shall be identical to the number of credits assigned to the full-time program.

### ***Financial affairs***

The financial affairs of students (including making and receiving payments) are also managed by Neptun. Students can make payments using bank cards suitable for online payment. Scholarships are paid to the student bank account numbers recorded in the Neptun system, in case of multiple account numbers, the default one (set by the student).

### ***Other administration***

The system provides a possibility for tending to other administrative affairs related to studies, such as requests for student cards, assignment of student loans, submission of applications for reclassification, completing forms, etc.

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<sup>2</sup>Section 56 (7) Student performance may be evaluated:

- a) in a five-grade system with the following grades: excellent (5), good (4), satisfactory (3), pass (2), and fail (1)
- b) in a three-grade system with the following grades: excellent (5), satisfactory (3), and fail (1).
- c) some other evaluation system introduced by the higher education institution and laid out in the regulations thereof, if it guarantees comparability with some other evaluation system.

## **The enrollment and registration procedure**

### ***Enrollment***

The student's legal status as a student is established upon enrollment.

Admitted applicants are informed by the Registrar's Office via electronic means about admission and the time and rules of enrollment.

The description of the enrollment and registration process is also available [here](#).



## Important information for foreign students

### ***Applying to the University***

Students wishing to attend the PPKE in the framework of an international program (e.g. Erasmus, CEEPUS, SH) for any period of time have to apply for the scholarship in their parent institution. If the scholarship application is successful, the student's university will provide a nomination. Students arriving at the University by way of the Stipendium Hungaricum Scholarship Programme, the Scholarship Programme for Christian Young People, or the Diaspora Scholarship have to apply by way of the Tempus Public Foundation and have to be nominated by their country of origin. Pázmány Péter Catholic University then sends the student an official notice (declaration of acceptance). Students should contact the international coordinator at their host institution and the [Tempus Public Foundation](#) website for information on programs, the documents required for application, and deadlines.

### ***Residence permit, visa***

All foreign students arriving in Hungary are requested to seek information regarding the conditions of traveling to and staying in Hungary before their arrival. Detailed information can be obtained from Hungary's foreign delegations and the [National Directorate-General for Aliens Policing](#). Citizens of the European Economic Area (EEA) may enter the Republic of Hungary in possession of valid personal identification documents. EEA citizens do not require a visa and do not require any special permit to stay in Hungary for periods not exceeding ninety days.

When staying in Hungary for the purposes of studying, foreign students from third countries are required to apply for a study residence permit and students from EEA Member States have to apply for a registration certificate at the [National Directorate-General for Aliens Policing](#) no later than 30 days before the expiry of legal residence. Visit the [National Directorate-General for Aliens Policing](#) website for more [information](#).

### ***Health insurance***

Incoming students must also have liability insurance in addition to accident and health insurance. The National Health Insurance Fund of Hungary website contains current [information](#) on the healthcare provided to foreign citizens in Hungary.

Only emergency care is provided free of charge to foreign citizens visiting Hungary. All other healthcare services require additional health insurance. We recommend concluding travel, accident and health insurance policies for the entire duration of your visit to Hungary before travelling.

If you have any chronic healthcare conditions (e.g. diabetes, cardiac condition, allergy, asthma, etc.), please make sure to indicate those when submitting your application form.

### ***Things to do before traveling***

Check that you have the necessary documents:

- confirmation of your acceptance (declaration of acceptance) issued by Pázmány Péter Catholic University,
- valid passport and visa (if necessary),
- travel, accident, and health insurance,
- confirmation of your accommodation in Hungary (indicating the exact name and address).

**Starting your studies**

First, contact the Faculty's competent office handling international affairs, where you will receive the information packet necessary for your studies and residence in Hungary.

After establishing your student legal status, the Registrar's Office will issue your (temporary) student card, which is valid for the duration of your stay and entitles you to discounts in travel and culture.

**Certification of studies**

At the end of the study period, the Registrar's Office will issue a final certificate (Transcript of Records) on the courses included in the learning contract and completed during the semester. This document includes the completed courses, the grades received, and the corresponding ECTS classification and credits.

**Cost of living**

A student's monthly costs of living amount to Euro 800-1000.

Cost of accommodation: Euro 400-500, depending on the type of accommodation.

The costs generally spent on meals and travel amount to Euro 400-500.

**Useful information**

[Faculty of Humanities and Social Sciences](#)

[Faculty of Law and Political Sciences](#)

[Faculty of Information Technology and Bionics](#)

[Studying in Hungary](#)

[National Directorate-General for Aliens Policing](#)

**Contact information**

- Faculty of Humanities and Social Sciences: [international.office@btk.ppke.hu](mailto:international.office@btk.ppke.hu)
- Faculty of Law and Political Sciences: [erasmus@jak.ppke.hu](mailto:erasmus@jak.ppke.hu)
- Faculty of Information Technology and Bionics: [international.office@itk.ppke.hu](mailto:international.office@itk.ppke.hu)
- Faculty of Theology: [erasmus@htk.ppke.hu](mailto:erasmus@htk.ppke.hu)
- Central Department for Foreign Affairs: [international.office@ppke.hu](mailto:international.office@ppke.hu)

## Foreign scholarships

There is an increasing number of opportunities for University students and teachers to participate in study trips abroad, which is primarily due to our colorful exchange programs.

- **Erasmus+**

In Europe: The European Union's most successful mobility program, which Hungary joined in 1997 and the University joined in the 1999/2000 academic year. We are presently in contact with close to 200 partner universities, including numerous reputable European academic institutions.

In addition to accident and health insurance, persons travelling abroad (for student practice periods or in case of teacher and staff mobility) must also have liability insurance. A European Health Insurance Card is sufficient for student learning mobility.

Student mobility is realized in the form of studying courses abroad (for a semester or a full academic year, blended mobility: Blended Intensive Programs, Doctorate students' short-term mobility) or internships. About 150 University students make use of this opportunity.

Outside of Europe (International Credit Mobility): A mobility program for outside of Europe, used to supplement "traditional" Erasmus mobility: The University has participated in the program since the 2016/2017 academic year and presently has 12 partner countries (Kenya, Lebanon, Israel, Jordan, Iraqi Kurdistan, Syria, Armenia, Kosovo, Georgia, Ukraine, Egypt, Russia, Iraq). Student mobility and practice periods are realized in the form of educational mobility; however, there is also an opportunity for teacher and staff mobility. More information about the program and the list of partner universities is available on the [website](#).

- **CEEPUS**

CEEPUS is a university exchange program involving 16 countries in Central Europe. Our Institution is currently a member of 5 networks, of which the topic of one is Romance philology (*FISH (French, Italian, Spanish) - Romance Languages and Cultures - Strategies of Communication and Culture Transfer in Central Europe*) and one is history (*Confessional and Ethnic Interactions in the Habsburg Monarchy*), coordinated by our Institution. We are also members of the Slavic Philology and Its Cultural Context network coordinated by the University of Graz; as well as of the Spanish literary and cultural Red Regional de Hispanistas de Hungría, Rumania y Serbia network coordinated by the West University of Timisoara, and of the industrial engineering product and technology development network Concurrent Product and Technology Development - Teaching, Research and Implementation of Joint Programs Oriented in Production and Industrial Engineering coordinated by the University of Rijeka.

Our networking relations extend to such prestigious institutions as the Charles University in Prague, the Babes-Bolyai University of Cluj-Napoca, the University of Graz, and the University of Ljubljana. A major advantage of the scholarship is that it supports short-term research-oriented mobility of just 1-2 months in addition to semester-long courses. Groups can also apply for excursions linked to short-term practice periods, and summer universities can be organized within the CEEPUS network. An important difference compared to similar mobility scholarships is that the scholarship is provided by the host institution, and its amount differs from country to country. It provides for mobility not only within networks, but also for "free-mover" mobility, depending on the capacity of the host institution. Applications can be submitted twice every academic year (in the fall and spring semesters). Starting from the 2024/25 academic year, teachers arriving with CEEPUS scholarships will be given the opportunity to teach at the University with a mixture of physical and online classes. Starting from the 2025/26 academic year, administrative personnel working in the CEEPUS network can also apply for personal mobility when travelling to or from Hungary.

- ***Makovecz scholarship***

The Makovecz Student Scholarship Programme offers full time bachelor, master's, and PhD students' courses lasting full semesters and (depending on funding) study trips to the full-time courses of Hungarian and other higher education institutions in the Carpathian Basin.

More information on the above scholarships is available at our offices dealing with international affairs:

- Faculty of Humanities and Social Sciences: [international.office@btk.ppke.hu](mailto:international.office@btk.ppke.hu)
- Faculty of Law and Political Sciences: [erasmus@jak.ppke.hu](mailto:erasmus@jak.ppke.hu)
- Faculty of Information Technology and Bionics: [international.office@itk.ppke.hu](mailto:international.office@itk.ppke.hu)
- Faculty of Theology: [erasmus@htk.ppke.hu](mailto:erasmus@htk.ppke.hu)
- Central Department for Foreign Affairs: [international.office@ppke.hu](mailto:international.office@ppke.hu)

## Services for students

### Pázmány Card

In the fall of 2024, we are relaunching our Pázmány Card program in the form of an app that University students, graduates (belonging to the PPCU Alumni community), and University staff can use to access various services with a discount. By relaunching the discount system, we aim to provide our current and former students and our staff with a user-friendly digital platform. The new application aims to update and expand the use of the previously (plastic) card.

We recommend users register in the Pázmány Card application. Our contractual partners provide discount services in a wide range of gastronomical, educational, cultural, sports, entertainment, cosmetics, healthcare, and many other areas.

### Alumni

The Pázmány Péter Catholic University aims to maintain a family atmosphere and a supporting community with its alumni as well to help ensure they find their way after leaving the university and graduating to the wide world. The PPCU aims to affirm this relationship by way of its Alumni services. In this interest we follow the careers of students who have graduated from the University, continuously seeking out new relevant possibilities with labor force actors and organizing events both centrally and at the faculty level. Our website and podcast channel regularly feature interviews with former students who we feel have set an example and achieved success in their respective fields.

The PPCU also wants to use the Alumni community's communications channels (website, Facebook, LinkedIn, podcast, newsletter) to maintain and strengthen the ties that formed here at the University. Follow us or contact us at the [alumni@ppke.hu](mailto:alumni@ppke.hu) email address.

### Online Shop

The Pázmány [Online Shop](#) was launched in April 2024, offering a wide variety of products to current and former students. Our aim was to create university merchandise with a youthful and modern style that everyone can wear with pride. With Pázmány products, you represent not only the University but also show that you belong to a family community! Study, party, or do sports in your high-quality and comfortable Pázmány garments! Visit our online shop and browse through the range of Pázmány branded sweaters, T-shirts, mugs, and other products.

**Fees of academic year 2024/2025**

<b>Fees</b>	<b>Amount (HUF)</b>	<b>Organizational unit</b>	<b>Payable via Neptun</b>
Application to the Dean	7,200	PPKE	X
Student card surcharge	3,500	PPKE	X
Fee payable for PhD degrees by self-funding doctoral students and doctoral students with state scholarship without student status*	175,000	PPKE	
Use of University printers (HUF/page)	35	PPKE	
Permitted subject cancellation, per course	3,300	PPKE	X
Admission administrative fee - for students applying for postgraduate specialist training at the Faculty of Humanities and Social Sciences**	9,000	Faculty of Humanities and Social Sciences	
Admission administrative fee - for students applying to doctoral studies at the Faculty of Humanities and Social Sciences, Faculty of Law and Political Sciences, and Faculty of Theology**	9,000	Faculty of Humanities and Social Sciences, Faculty of Law and Political Sciences, Faculty of Theology	
Admission administrative fee - for students applying to doctoral studies at the Faculty of Information Technology and Bionics**	8,000	Faculty of Information Technology and Bionics	
Admission administrative fee - only for foreign citizens applying to bachelor, single-cycle, master's, and doctoral studies, as well as postgraduate specialist training, in a foreign language***	54,000	Faculty of Humanities and Social Sciences, Faculty of Law and Political Sciences, Faculty of Theology	
Admission administrative fee – only for foreign citizens applying to any Masters educational program at the Faculty of information Technology and Bionics***	8,000	Faculty of Information Technology and Bionics	
Habilitation administrative fee	as per the regulations	PPKE	
Nostrification exam fee, per subject	25,000	Faculty of Law and Political Sciences	
Subject registration fee for technical legal language	36,000	Faculty of Law and Political Sciences	X
Late fee for reimbursement fee/tuition	8,600	PPKE	X
Late fee - late completion of academic affairs	6,300	PPKE	X
Late fee for university dormitory	1,200	PPKE	X
Late fee for late library returns (day/book)	175	PPKE	X
Application fee for credit recognition, per subject****- in case of transfer (between HEIs)	1,500	PPKE	X
Application fee for credit recognition, per subject****	1,750	PPKE	X
Application fee for credit recognition, per 10 subjects****	17, 500	PPKE	X
Application fee for credit recognition, per 20 subjects****	35,000	PPKE	X
Credit certificate (including subject description) in English or Hungarian, starting from the second copy or for former students	7,000	PPKE	X
Recognition of foreign degree	10,000	Faculty of Theology	

Licentiate comprehensive exam	100,000	Faculty of Theology	
Application for the recognition of work experience	9,000	PPKE	X
Issuance of a copy of the degree	9,000	PPKE	X
Issuance of a copied diploma supplement	18,000	PPKE	X
Fee for the academic dress for the graduation ceremony	7,000	Faculty of Law and Political Sciences	X
Fee for the academic dress for the graduation ceremony	7,000	Faculty of Information Technology and Bionics	X
Fee for the academic dress for the graduation ceremony	8,000	Faculty of Humanities and Social Sciences	X
Certified copy of a document issued by the University (3 pages or less)	2,600	PPKE	X
Certified copy of a document issued by the University (longer than 3 pages)	5,200	PPKE	X
Postage fee (up to 0.5 kg)	1,300	PPKE	X
Postage fee (degrees / special deliveries / letters heavier than 0.5 kg)	2,600	PPKE	X
Postage fee (abroad)	9,000	PPKE	X
Replacement fee - access card	1,400	Faculty of Information Technology and Bionics	X
Application for the Rector's decision on equity	25,000	PPKE	X
Modification of the cost payer of invoices	3,300	PPKE	X
Application to the Study Committee - establishment of guest student legal status	3,300	PPKE	X
Application to the Study Committee	3,600	PPKE	X
Subject registration after the deadline, per subject	3,900	PPKE	X
Subject registration fee from the third registration	7,800	PPKE	X
Issuance of registration book extract	18,000	PPKE	X
Nostrification of scientific degrees	0.75 x minimum wage	PPKE	
Exam fee from third registration	5,500	PPKE	X
Exam fee from third registration for comprehensive exams	7,500	PPKE	X
Exam fee from second registration for final examinations	18,000	PPKE	X

\*Students who started their doctoral programs prior to the 2016/2017 academic year.

\*\*No fee is payable for the registration for the postgraduate specialist trainings and for the courses of the Faculty of Theology except of Faculty of Humanities and Social Sciences

\*\*\*Except for students applying as part of the Stipendium Hungaricum Scholarship, the Scholarship Programme for Christian Young People or the Hungarian Diaspora Scholarship, and students participating in joint or dual education programs based on inter-institutional agreements.

\*\*\*\*No fee is payable for the recognition of subjects completed in the framework of international mobility programs (Erasmus, Ceepus) with the use of the required form. Novices at the Faculty of Theology who have been transferred by the ordinary from their home institution to the PPKE Faculty of Theology to continue

their studies are exempt from the credit transfer fee. Applicants with Catechist-Pastoral Assistant BA or Catholic Church Congregation Organizer BA degrees registering for the single-cycle Teacher of Religious Education major at the Faculty of Theology are provided exemption from under 50% of the credit transfer fee.

**Tuition fees**

[Faculty of Humanities and Social Sciences](#)

[Faculty of Information Technology and Bionics](#)



## A list and information of the students' hostels, dormitories, and colleges for advanced studies recommended for PPKE students

### PPKE's own dormitories

Dormitory name	Dormitory address	Contact	Website
Péter Pázmány Dormitory	1107 Budapest, Balkán u. 1/F. 2500 Esztergom, Kossuth L. u. 25. 1088 Budapest, Múzeum utca 19.	<a href="mailto:kollegium@ppke.hu">kollegium@ppke.hu</a>	<a href="https://ppke.hu/en/dormitory-2">https://ppke.hu/en/dormitory-2</a> <a href="https://www.facebook.com/pazmany.kollegium/">https://www.facebook.com/pazmany.kollegium/</a>

### Students' hostels and dormitories recommended for PPKE students

Dormitory name	Dormitory address	Contact	Website
Márton Áron Dormitory and Specialized College	1037 Budapest, Kunigunda útja 35.	+36-1-368-8860	<a href="https://www.elte.hu/kollegiumok/martonaron/budapest">https://www.elte.hu/kollegiumok/martonaron/budapest</a>
Jesuit Dormitory and Specialized College for Roma	1191 Budapest, Hunyadi utca 2- 4.	+36-1-704-8950 <a href="mailto:iroda@jrsz.hu">iroda@jrsz.hu</a>	<a href="http://jrsz.hu/">http://jrsz.hu/</a>
Saint Ignatius Jesuit College of Specialized Studies	1085 Budapest, Horánszky u. 18.	+36-1-282-9848 <a href="mailto:iroda@szenignac.hu">iroda@szenignac.hu</a>	<a href="https://www.szenignac.hu/en/">https://www.szenignac.hu/en/</a>
Fenyvesliget Dormitory	1113 Budapest, Kökörccsin u. 7.	+36-1-394-2598 <a href="mailto:info.fliget@gmail.com">info.fliget@gmail.com</a>	<a href="https://fliget.hu/">https://fliget.hu/</a>
Saint Anna Dormitory	1085 Budapest, Horánszky u. 17.	+36-20-808-5474 +36-1-338-4782	<a href="http://www.szentanna.blog.hu">www.szentanna.blog.hu</a>
"SALESIANUM" Don Bosco Christian Teaching College for Advanced Studies	1032 Budapest, Bécsi út 173.	+36-20-958-6731 <a href="mailto:salesianum@szaleziak.hu">salesianum@szaleziak.hu</a>	<a href="https://salesianum.hu/?page_id=53">https://salesianum.hu/?page_id=53</a>
Saint Philip Neri Dormitory	1121 Budapest, Zugligeti út 73.	06-30-221-3436 <a href="mailto:ifjusagi.misszio@chemin-neuf.org">ifjusagi.misszio@chemin-neuf.org</a>	<a href="https://www.chemin-neuf.hu/hol-vagyunk-jelen/kollegium/">https://www.chemin-neuf.hu/hol-vagyunk-jelen/kollegium/</a>
Hospitalitas Order of Charity College for Advanced Studies	1023 Budapest, Frankel Leó út 54.	06-1-4388-400 06-1-4388-500 <a href="mailto:irgalmasrend@irgalmas.hu">irgalmasrend@irgalmas.hu</a>	<a href="http://irgalmasrend.hu/">http://irgalmasrend.hu/</a>

## Pázmány Péter Unified Dormitory

The administrative tasks of all of the University's dormitories are managed by a central unit, the Pázmány Péter Unified Dormitory. This includes the following dormitories:

1. *Pázmány Péter Unified Dormitory (registered seat)*

- a. Site: 1107 Budapest, Balkán u. 7/F.
- b. Capacity: 167 persons (2 and 3-bed rooms)

2. *Saint Madeleine Sophie Barat Member Dormitory*

- a. Site: 1088 Budapest, Múzeum u. 19.
- b. Capacity: 116 persons (2, 3, and 4-bed rooms)

3. *Vitéz János Member Dormitory*

- a. Site: 2500 Esztergom, Kossuth L. u. 25.
- b. Capacity: 10 persons (2-bed rooms)

The dormitory is currently undergoing renovations and is unable to accept students.

Dormitory beds are available to all PPCU students. There are three methods for the admission procedure and acceptance:

1. The public admission procedure held for students with active status.
  - The determination of the admission score based on the scoring system that examines the applicant's social situation, educational (or admission) performance, and community and religious activities. The scoring system is available [here](#).
  - Student quotas are not set in advance for the various faculties: all PPCU students have an equal chance of gaining admission.
  - As regards its format, the official application has to be submitted by way of a Neptun form. The form is available for viewing [here](#).
  - The admission procedure is announced once every semester, during the summer, aligned with the dates of University admissions.
2. Dormitory admission based on membership in a college for advanced studies.
  - The dormitory provides approximately 80 beds for each of the faculty's colleges for advanced studies.
  - The leaders of the individual colleges for advanced studies are responsible for holding the admission procedure and determining the applicable criteria.
3. Beds provided to students participating in the Stipendium Hungaricum program, the Scholarship Programme for Christian Young People, and other international study programs (scholarship receivers).
  - The dormitory provides accommodation to students studying at the University with scholarships in cooperation with the Central Office for Foreign Affairs and the faculty International Relations Departments.

The Pázmány Péter Unified Dormitory does not pursue any economic activities and is thus unable to provide accommodation for tourist groups.

Write to [kollegium@ppke.hu](mailto:kollegium@ppke.hu) if you have any more questions.

## **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

### **Stephaneum College for Advanced Studies**

The Stephaneum College for Advanced Studies (full name: Pázmány Péter Catholic University, Faculty of Humanities and Social Sciences, Stephaneum College for Advanced Studies) is an intellectual workshop that serves the activities of the Faculty and the University and actively participates in forming our universal Hungarian culture. The College for Advanced Studies strives to train cultured Christian public figures for Hungary's scientific and cultural life.

The College for Advanced Studies also functions as a student hostel that recruits its members mainly from the students of the Faculty of Humanities and Social Sciences.

#### ***The calling of the College for Advanced Studies***

The intellectual work performed in the world, the development of our capabilities, the work we perform on ourselves, and the unfolding of the richness of human life all take place in the shared spaces of our social world. Our professional activities are also linked to reflective communities where intellectual approaches and the experiences of our lives unfurl, ready for dialogues and new lessons. The training implements the universal notion of the ever-renewed nature of the university by connecting the various people-focused sciences and also by creating a community of bachelor's and master's students of colleges for advanced studies.

#### ***Training program***

The bachelor (BA) program at the college for advanced studies consists of 6 semesters and the master's (MA) program consists of 4 semesters. The head of the college for advanced studies is responsible for updating the subjects in the training program and determining the courses every semester, with the involvement of the Council of the College for Advanced Studies and taking into account the recommendations of the Student Committee.

#### ***The program structure***

##### **(1) Educational module**

(a) The BA program's main fields of education are specified by the courses to be announced in the given semester:

Required subjects: Philosophical Anthropology; Catholic Social Sciences; Science, Faith, and Philosophy; Hungarian Social History; A History of Christian Ideas; A History of Hungarian Ideas.

Special subject types (1 or 2 semesters; 6 are required): Cultural Heritage; Cultural Studies; History of European Society; Regionality and Globalism; Social History of the Media; Religion and Society; Christian Art; Dynamics of Groups and Organizations; Current Social Issues; Discourses on Theology and Philosophy; Stages and Forms of Communication.

(b) The MA program's main fields of education are specified by the courses to be announced in the given semester:

Required subjects: The Theory of University; The Philosophy of Tradition; Current Social Issues; Dimensions of Intellectual Existence.

Special subject types (1 or 2 semesters; 6 are required): Cultural Heritage; Cultural Studies; History of European Society; Regionality and Globalism; Social History of the Media; Religion and Society; Christian Art; Dynamics of Groups and Organizations; Current Social Issues; Discourses on Theology and Philosophy; Stages and Forms of Communication.

The subjects in the educational module can be replaced with subjects with similar topics completed at the PPKE Faculty of Humanities and Social Sciences. Approval of the university course has to be requested in writing from the director using the applicable form.

(2) Research module

Starting from the 2nd semester, a report at the year-end conference on the student's own research. Students at the college for advanced studies will receive a written evaluation of their report.

(3) Consultation module

A consultation course with a personal mentor every semester.

(4) Skill development module

The performance of two skill development courses and two English language courses.

(5) The courses are supplemented with ad hoc lectures, conferences, and workshops held by (Hungarian and foreign) lecturers who discuss current scientific and public issues. Before the start of the semester, the teachers responsible for the course will develop the course description, main objectives, and requirement system, regarding which they will consult with the head of the college for advanced studies or the experts appointed thereby. Teachers will evaluate the performance of students in the completed courses on a scale of one to three: (a) excellent, (b) satisfactory, and (c) fail.

***Mentoring***

All students at the college for advanced studies are accompanied on their journeys by a mentor designated by the Council of the College for Advanced Studies; the mentor remains the student's supporting colleague until the end of training. The mentor is an outstanding representative of the student's scientific major. The mentoring takes place in the form of regular consultations (at least three consultations during the course of term time) that serve to specify and update long-term and short-term personal goals and work plans. Mentors are also responsible for following the student's research and publication activities.

***Scientific and publication activities***

The academic year is closed with a conference where students of the college for advanced studies hold presentations on their work performed in the given year. Students will be required to submit a written report to be handed in to their mentors and the director in electronic format a week before the end of the semester.

Members of the college for advanced studies are required to participate in TDK [Conference for Student Researchers] and OTDK [National Conference for Student Researchers] conferences. These public presentations of their work also aim to prepare students for living as intellectuals, by giving them an opportunity to practice reasoning and professional debating.

The College for Advanced Studies urges its students to also participate in other scientific and intellectual fora (conferences and publications).

The College for Advanced Studies also helps the publication of works ready for publication. The scholarships provided by the College for Advanced Studies can provide support for participation in conferences, publication activities, and researches.

***Foreign language courses***

A prerequisite for participation in the program is the student's advanced command of the English language. Although the program is primarily held in Hungarian (in order to develop the quality use of the Hungarian language in the profession, presentation skills, and discourse, and to cultivate culture), the College for Advanced Studies considers it important to develop students' knowledge of

foreign languages. However, knowledge of the language is not only a tool, but it also means familiarity in other walks of life. The aim is not to build on or supplement the language skills gained in school, but to learn the given language as a way of thinking and as a form of culture.

### ***Social events***

Social life is an integral part of the operations of the College for Advanced Studies.

The College for Advanced Studies aims to ensure that students at the college dwell in a cultural, intellectual, and human milieu that provides inspiration, helps them consider and organize their common affairs, and supports them in letting themselves blossom and in helping others do the same. Everyone in the College for Advanced Studies should undertake tasks that serve the community.

Students at the College participate in cultural events regularly organized by the College (visits to the theatre and exhibitions), go on excursions, and organize various social events (watching films, sports events, games, celebrations, shared meals, tea house), which students can initiate themselves. Students at the College are responsible for planning and organizing programs, in agreement with the director, and for electing a culture leader from among themselves.

Participation in the events is not compulsory, though the College leadership will take into account regular absences when extending membership in the College, if such absences stem from a lack of commitment to the College.

Each spring, the College organizes a celebratory event for College members and the members of professional, supporting, and friendly circles.

### ***Applying to the College***

#### The documents necessary for applying for the BA program:

- recommendation from at least one secondary school teacher,
- a scientific essay written by the applicant (with references and literature) on a topic related to their bachelor major (at least 20,000 characters),
- the applicant's curriculum vitae, including interests and the motivation for application,
- the completed application form,
- copies of the documents certifying the results and activities listed on the form.

#### The documents necessary for applying for the MA program:

- the defended thesis from the bachelor program,
- the evaluation(s) of the thesis,
- the applicant's curriculum vitae, including interests and the motivation for application,
- the completed application form,
- copies of the documents certifying the results and activities listed on the form,
- a recommendation from at least one teacher (preferably the supervisor of the thesis).

No possibilities for the submission of missing information are provided and the announced deadline is non-appealable.

Applicants will participate in oral admission interviews held by the Admission Committee of the College for Advanced Studies, which shall rank applicants based on their written and oral performance. The head of the College shall make the final decision on admission based on the rankings. There is no possibility for appeal against the decision, except in the case of procedural rules.

### ***Contact information***

Phone: +36/20/319 2487

Email: [szakkollegium@btk.ppke.hu](mailto:szakkollegium@btk.ppke.hu)

**Labor et Otium - LEO College for Advanced Studies**

The PPKE Faculty of Humanities and Social Sciences Labor et Otium (LEO) College for Advanced Studies was established in 2023 with the aim of providing a framework for the talent promotion of students of the Catholic university, especially those studying social and political sciences. In addition to promoting scientific advancement, the College for Advanced Studies also emphasizes skill development and developing the community.

As part of their training and in addition to their basic training, the College's students participate in a workshop program they select, as approved by the College leadership. These workshops focus on four topics, providing additional courses to College students in the fields of political philosophy, political communication, public opinion polling, and international studies. The workshops also involve joint tasks that develop student skills using project assignments. The LEO College for Advanced Studies will be launched from September 2023 in the University dormitory building (1107 Budapest, Balkán utca 1/F).

The Head of the College for Advanced Studies: Dr. Máté Botos, Student Leader: Flóra Fanni Németh.  
Workshop leaders:

Political Sciences and Political Theory Workshop: Dr. Tamás Nyirkos

Political Communication and Public Organization Workshop: Brigitta Schvéd

Public Opinion Polling and Analysis Workshop: Dr. Gergely Rosta

International Relations and Diplomacy Workshop: Dr. Sándor Kusai

College for Advanced Studies contact information: Regina Sallai, Training Organizer:  
[leo@btk.ppke.hu](mailto:leo@btk.ppke.hu)

Current information:

Admission to the College is available to Masters and first-year students as part of the additional admission procedure. The admission e-form should be completed by 11:00 PM on July 28. Admission interviews will be held by July 31 and August 2. The College leadership will notify applicants on acceptance.

## **Saint Augustine College for Advanced Studies – The Augustineum Mission and Training Scheme**

The Saint Augustine College for Advanced Studies (hereinafter: College) was established for the purpose of participating in the education of the Christian Hungarian intelligentsia together with the University's Faculty of Humanities and Social Sciences and in line with the mission of the Pázmány Péter Catholic University. The training scheme provides a framework for realizing this goal and lays down both scientific and community targets. The College provides a possibility for students to educate themselves in the field of scientific research beyond higher education programs, in a professional environment and a contemporary community.

The duration of the college training available through the admission procedure is two semesters (a fall and a spring semester), which can then be extended.

### **Professional conditions for College membership**

The professional condition for College membership for first-year applicants is a successful admission exam, after which students are required to successfully complete their semesters at the University with a grade point average of at least 4 and maintain their active student status at the University until the end of the training program.

### **Admission to the College**

College membership can be renewed in multiple occasions by way of a new admission application or by written request, for the entire duration of the University training program. The admission application has to be submitted in the manner specified on the College website. The rules of the admission procedure and the rights and obligations of College members are determined by the College *Organizational and Operational Rules*.

### **General rules for the training program**

The heads of the College (the head and his/her deputies) are responsible for determining the training courses for a given semester, also taking into account the initiatives of the College members. The head of the College shall make a recommendation to the dean on the persons to be requested to hold classes.

The College training is comprised of generally required subjects and courses announced in optional topics; classes may be held weekly or in blocks. (Required courses shall be completed every semester.) Required and optional classes are supplemented with ad hoc events (lectures, debate nights), where participation is mandatory. The head of the College may approve absences.

The head of the College may issue certificates for the professional work conducted by College members.

### **The program structure**

#### I. Educational module

##### I. 1. Generally required subjects (all announced classes are required, in both semesters):

Introduction to Research Methodology

Basics of Scientific Writing

The Life and Times of Saint Augustine (research seminar)

Optional foreign language (English, German, French, Italian)

##### I. 2. Optional topics (two of the announced classes are required, in both semesters)

Special courses announced by the College's teachers

Latin (basic / intermediate)

Greek (basic / intermediate)

History Auxiliary Sciences

**II. Research module (for two semesters)**

- Professional consultation, with teacher direction (individual mentoring)
- Conference lecture and study, with a summary in a foreign language

(The requirements for the subjects announced in the educational module are determined separately, at the time of the announcement at the start of the semester.)

**Performance evaluation**

The teachers of the subject develop the topics and requirements of the required subjects and the classes announced in optional topics, in agreement with the heads of the College. Teachers prepare reports on the work performed in their courses, including evaluations of student work.

The teachers requested by the College to hold classes direct the research activities of the College members in the two courses specified in the research module (individual mentorship). The result of this supervisor relationship is the scientific presentation to be held at the annual College conference and its written version. College members are expected to participate in the national conference for student researchers. The College supports the publication of suitable studies.

Community events at the College (theater, film club, book club, sports. games) are organized by the union of College members, in agreement with the head of the College.

The Head of the College:

Dr. Zoltán Farkas (Department of Medieval Studies)

Substitute:

Dr. Takács László (Department of Classics)

Email: [augustineum@btk.ppke.hu](mailto:augustineum@btk.ppke.hu)

**Current information**

Admission applications shall be submitted by August 20. The admission interview will be held on the last week of August (August 26-30, 2024), of which applicants will be notified in writing.



## **FACULTY OF LAW AND POLITICAL SCIENCES**

### **János Zlinszky College for Advanced Studies**

#### ***The mission statement of the College for Advanced Studies***

The János Zlinszky College for Advanced Studies is part of the Faculty of Law and Political Sciences. János Zlinszky (1928-2015) was a professor of Roman law and the Faculty's first dean. His mentality and conviction regarding the moral foundations of law continue to define the Faculty community's approach and work to this day. Accordingly, the objective of the College for Advanced Studies is especially to contribute to the training of lawyers and other leading intellectuals who honor the moral foundations of the legal order and, in accordance with the oath taken by lawyers graduating from the Faculty, "strive to develop, maintain, and apply the order of law not according to selfish interests but for the common good and appropriately to natural values", including practicing their professions in line with the principles of professional excellence, commitment to community, and social responsibility. The College for Advanced Studies is an institution of talent promotion and for the guided self-training of excellent students. It aims to support the excellent and most committed in continuing to nurture their talents.

#### ***Training program***

The college for advanced studies (self-) training period is six semesters. In the first semester, students are provided a selection of basic courses (The Catholic Church's Teachings on Society; Catholic Anthropology; Research Methodology) and can participate in special professional skill development courses (Management Skills; Argumentation Techniques; Presentation; Rhetoric; Communication; Negotiation Techniques). Students must complete at least two of the basic courses to be able to select a major. They are also required to take at least one special professional skill development course per semester. After completing at least two basic courses, college students delve deeper into one of the available majors (civil studies, public law, or criminal law). The other programs offered by the College for Advanced Studies and the compulsory community service also form an integral part of the training and self-training. Self-training is assisted by mentors who are both responsible for the various courses and evaluate the work of participants. College students are required to report on their progress at annual conferences.

#### ***Application***

Admission to the college for advanced studies is possible on the basis of an admissions procedure. A resume, a motivation letter, and a recommendation provided by a teacher must be attached to the application. A prerequisite for admission is an active student status in a Bachelor, Masters, or single-cycle program, the obtaining of at least 60 credits in the past two active semesters, at least one state-accredited intermediate-level complex language exam, and an adjusted grade point average of at least 4.00. The details can be found in the admission notice; the admission procedure is performed by the admissions committee.

#### ***Contact information***

Registered office of the College for Advanced Studies: 1107 Budapest, Balkán utca 1/F.  
Phone: +36 1 429-7221 (Melánia Krasznai, Secretariat of the Dean, 1088 Budapest, Szentkirályi utca 28.). Email: [krasznai.melania@jak.ppke.hu](mailto:krasznai.melania@jak.ppke.hu)

## **FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

### **Info-bionics College for Advanced Studies**

The Info-bionics College for Advanced Studies (full name: Pázmány Péter Catholic University, Faculty of Information Technology and Bionics, Info-bionics College for Advanced Studies) is an intellectual workshop that serves the activities of the Faculty and the University and actively participates in forming our universal Hungarian culture. The College for Advanced Studies strives to train educated Christian public figures for Hungary's scientific and cultural life. The training program offered by the College for Advanced Studies requires an intensive presence; membership is primarily based on residence at the College, though it is not a requisite. Students of the Faculty of Information Technology and Bionics may apply to the College for Advanced Studies.

#### ***The objective of the College for Advanced Studies***

- The provision of professional training that goes beyond what is offered by higher education, supporting the growth of professional networks among excelling students in the Faculty of Information Technology and Bionics and preparing them for the challenges they will encounter.
- With an eye on the fundamental principles of professional excellence, commitment to community, and social responsibility, it aims to contribute to creating a Catholic generation of educated intellectuals.
- The College for Advanced Studies also aims to deepen the professional knowledge of its members and the obtaining of the advanced professional skills required for successfully joining the creative process of research, development, and innovation in their engineering careers specialized in certain fields of information technologies and bionics.

#### ***Training program***

The training program consists of the following components:

- required courses, with individual practice groups,
- optional advanced courses,
- participation in research projects (Student Academic Research (TDK) work),
- special programs and events.

#### ***Details of participation in the research project***

- Research topics are announced at the start of every semester, during the Témabörze topic sourcing event.
- Members are required to participate in ongoing consultations with their supervisors and to report on their research topics every semester.
- Members of the College for Advanced Studies also report on their research results at least annually, at the faculty TDK events organized every semester by the PPKE Faculty of Information Technology and Bionics.
- Publication and/or innovation results pose a separate factor in the annual evaluation of research results.

#### ***Special programs and events***

Special programs and events (mandatory participation) include the events connected to the research and education disciplines at the PPKE Faculty of Information Technology and Bionics, such as:

- talks held by professors, researchers, and third-party professionals,
- talks with professors, researchers, and teachers,
- laboratory presentations and works,
- other professional programs.

***Rules for completing the training program***

- Members of the College for Advanced Studies are required to meet education, research, and participation conditions to maintain their membership.
- If a member of the College for Advanced Studies fails to meet any of the education, scientific, or participation requirements, membership will be suspended at the end of the academic year.
- College membership is for a fixed term of one academic year.

***Applying and admission to the College***

Students of the PPKE Faculty of Information Technology and Bionics may be admitted to the College for Advanced Studies after their first year upon receiving a personal invitation. The conditions required for a personal invitation:

- a grade point average for the semesters of the previous 1 year above 4.5, or a scholarship average above 5,
- the student's progression is in line with the model curriculum (in all previous semesters),
- the performance of at least 60 credits (in the previous 2 semesters).

By accepting the personal invitation, the student participates in the admission procedure.

The student is required to provide a professional motivation letter to participate in the College admission procedure. No possibilities for the submission of missing information are provided and the announced deadline is non-appealable. Invited students participate in oral admission interviews held by an ad hoc Admission Committee at the College for Advanced Studies, the members of which are appointed by the Dean, based on the recommendations of the Director. Personal invitations are issued and oral admission interviews are held once a year on the basis of academic results.

## Library services

Pázmány Péter Catholic University (PPKE) does not have a central library. The University's book inventory is made up of the separate libraries of the individual Faculties. However, the standardized HUNTEKA integrated library system used by the University features a high processing rate and allows for proper orientation and search options in the entirety of PPKE's processed book inventory, regardless of where it is stored within the University. The separate book collections of the various Faculties boast noteworthy sub-collections that are regarded as unique at the regional and national level or, in some cases, even globally. PPKE has a conscious and systematic approach to the development of its library inventory that serves both high-quality education and exceptional research activities.

### *Inter-library cooperation*

Based on inter-institutional agreements, PPKE students are given the opportunity to utilize the services of the Eötvös Loránd University's (ELTE) University and the Library of the Sapientia College of Theology of Religious Orders with the same conditions as ELTE students in the 2024/2025 academic year.

### *Contact details*

[Eötvös Loránd University Library](#), 1053 Budapest, Ferenciek tere 6.

[Sapientia College of Theology of Religious Orders library](#), 1052 Budapest, Piarista köz 1.

## LIBRARY OF THE FACULTY OF THEOLOGY

The [Faculty of Theology library](#) is the most significant specialized theological library in Hungary: it is a true basis for scientific research in the field of theology. Its goal is to continuously develop the library's catalogue and services in order to proactively meet future demand and be at the disposal of readers.

### *History*

In 1635, Péter Pázmány founded a university in Nagyszombat (Trnava), and the origins of our library and archives reach back to 1638. In 1777 and 1784, the university was moved to Buda and then Pest, respectively. The period between 1906 and 1913 saw the foundation of the seminary (department) libraries. The year 1950 brought about a crucial change in the history of the University of Budapest. The Faculty of Theology was separated. The specialized theology library (catalogue dating from the years 1638-1950) was transferred to the ELTE Library, while the archives remained with the Faculty. The Faculty of Theology became independent under the name of the Central Roman Catholic Academy of Theology. Its library was compiled from the specialized collections of the department-based libraries, donations, and estates. Pázmány Péter Catholic University was founded in 1992. The foundation of the University also indicated the onset of the professional and targeted enlargement of its library.

### *Detailed information*

Books: 170,000 volumes

Journals and periodicals: 18,000 volumes (300 different, current titles)

Special collection: 15,000 volumes

Archive material: 45.50 linear meters of documents (since 1638)

***What branches of science are covered in the publications?***

We collect and make available the scientific-standard literature of specialized theological fields in all languages, with the aspiration of gathering comprehensive collections as well as selections from the literature of marginal fields.

***Database***

Huntéka integrated library system (catalogue).

In addition to the University's database subscription, the Faculty of Humanities and Social Sciences also subscribes to the ATLA + ATLAS theological database, which is accessible on the website.

***Other points of interests***

Special collections: Oriental collection, Vanyo estate (patristic), special collection of canon law, small-format prints, offprints.

***Library rules***

The library does not allow borrowing: books can be used onsite. Faculty of Theology students can register without restrictions, whereas the students of other Faculties and other readers need a written recommendation. Photocopies and scans can be made of library documents, and computers can be used for study and research purposes.

***Business hours***

Mondays and Thursdays: 12:00 – 5:00 PM

Tuesdays, Wednesdays, and Fridays: 9:00 AM – 3:00 PM

***Contact information***

Address: H-1053 Budapest, Veres Pálné u. 24.

Phone: +36/1/484-3053

Email: [sutori.agnes@htk.ppke.hu](mailto:sutori.agnes@htk.ppke.hu)

## THE LIBRARY OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The library of the PPCU Faculty of Humanities and Social Sciences is a university library operated by the Church and is partially available to the public.

Its main purpose is to provide a quality information and literary knowledge base for university studies and research at the Faculty, to make available all the resources that can support students and educators and promote the quality of teaching, and to contribute to the pursuit of research activities and the creation of new results.

In accordance with the Faculty's majors, the scope of the collection extends to the humanities and social sciences (e.g. history, sociology, psychology, linguistics). Emphasis is placed on the acquisition of and remote access to digital resources.

In addition to its own books and periodicals, more than 30 [online databases](#) are provided along with the traditional library materials.

The library also cooperates in academic-related organization, including by professionally maintaining faculty publication data (Hungarian Scientific Bibliography Database, MTMT) and supporting the library and IT management tasks of programs that promote Open Access publication.

### **Enrollment**

- The University's teachers, student, and staff can enroll in the library free of charge.
- Enrollment takes place with the completion and signing of the enrollment form.
- The library does not accept visitors during this period of transition.

### **Stock**

The library's stocks include publications from the main fields of the humanities and social sciences, such as philosophy, history, archeology, art history, Hungarian and foreign literature, linguistic sciences and cultural sociology, communication, pedagogy, primary school and preschool pedagogy, and history of education.

Of the more than 200,000 volumes, 15,000 are located in Budapest and 36,000 are in Esztergom, with the remainder temporarily placed in the external warehouse until the completion of the new campus and library.

The theses defended at the Faculty by the end of 2017 are also kept in an external warehouse and are temporarily unavailable. Theses have been kept in a digital archive since 2018. These are available in the [Neptun](#) system and the thesis [repository](#), to a limited extent.

The MTMT system contains the data of PhD dissertations written at the doctoral school workshops, while the complete texts can be accessed in the MTA library ([REAL-PhD](#)) and the Pázmány University ([PETER](#)) repository.

In Budapest, teacher's reference libraries have been set up in the institutional rooms of the campuses, which are mostly used for teaching purposes.

The library houses almost 6000 historical (pre-1850) publications. The data of a part of these are already available in the catalogue. Starting from the 2024-25 academic year, the stock will be continuously available at the Esztergom library, while the digital versions are available for reading with a single click in the catalogue.

The library catalogue is available [here](#).

We provide the digital version of the documents in the catalogue with **URL** addresses, allowing any publications unavailable in print to be read online.

The **Collection** in the records provides information on the location of printed materials and their availability for borrowing.

The library is closed when there is no school.

Publications not available in our stock are provided to educators by way of **library lending**.

Thanks to inter-university agreements, our students and educators can, in addition to our own local stocks, use the services of the following Budapest partner libraries free of charge:

- Eötvös Loránd University Library,
- Sapientia College of Theology of Religious Orders,
- Budapest University of Technology and Economics, National Technical Information Center and Library, and
- University of Theatre and Film Arts library.

### **Databases**

The University provides technical information through subscriptions to more than 30 domestic and foreign databases. The databases allow searches to be conducted in millions of journal articles and hundreds of thousands of specialized books, manuals, and dictionaries. Searches can be easily performed anytime and anywhere from mobile devices, regardless of the user's location.

Domestic databases include, among others: the journals, books, and dictionaries of Akadémiai Kiadó, Arcanum DigiTheca (ADT), the Hungarian Electronic Reference Service (MERSZ), L'Harmattan, and a number of SZAKTÁRS publishing databases.

The more important foreign databases: Academic Search Complete (EBSCO), Cambridge University Press Journals, de Gruyter Journals, JSTOR, Sage journals, Science Direct, Springer-Nature, Taylor & Francis Online, Wiley Online Library (Journals), Scopus, Web of Science.

The complete list of databases, including brief information, is available [here](#).

### **Research Support**

With the professional support of the Library, the scientific publication activities of the Faculty's teachers can be searched in the bibliographic and scientific telemetry system of the [Database of Hungarian Scholarly Works \(MTMT\)](#). In addition to regular control activities and corrections, the Library supports teachers in the use of databases with personal consultations and by email.

Upon request, we support literary research, the search for the necessary sources, and their use.

More detailed information is available on the [library website](#).

Email: [konyvtar@btk.ppke.hu](mailto:konyvtar@btk.ppke.hu)

### **Office hours**

The [office hours](#) are available by clicking on the link.

### **Contact details**

*Postal address:*

PPKE Faculty of Humanities and Social Sciences Library

H-1088 Budapest, Mikszáth Kálmán tér 1.

Phone: +36 70 682-9081

Email: [kolcsonzes@btk.ppke.hu](mailto:kolcsonzes@btk.ppke.hu) (for issues related to lending, extensions, and other reader issues)

*Lender:*

Budapest, Sophianum, basement level

Address: H-1088 Budapest, Mikszáth Kálmán tér 1.

## **LIBRARY OF THE FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

Since 2000, this [library](#) has been operating as a non-public library in Práter utca.

The [reading room](#) shelves contain the non-borrowable material available for on-site perusal and materials that have restrictions on borrowing. The volumes located in this section are categorized into thematic groups such as: language technology; artificial intelligence; introduction to computer science; operating systems; neurobiology; cognitive neuroscience; electrophysiology; molecular biology; bioinformatics; image processing; biology; mathematics; computing science; probability theory, random processes and statistics; linear and non-linear systems; combination theory; physics; optics; electronics; electric circuits; databases, data mining; algorithms; information and code theory; signal processing; network analysis; mobile, communications engineering, and Internet; telecommunications, networks; web (programming); robotics; and, to a limited extent, law, economics; culture, cultural history, history, and religion.

The gallery contains the volumes of the borrowable warehouse collection, the majority of which are textbooks and handbooks required for teaching.

The library keeps a total of almost six thousand volumes (technical literature, textbooks, theses, and dissertations). Non-borrowable brain models, dedicated e-readers, and 3D anatomy atlases complete the collection.

### ***Library services (in periods not affected by the pandemic)***

- use of library items onsite (32 reading sites)
- borrowing
- internet use (WiFi + network ports + 2 PCs available for on-site use)
- scanning (for students as well)
- the use (and borrowing in return for a deposit) of dedicated e-readers (2)
- Access to the EISz database (through the University WiFi network)
- comb binding (students have to provide front and back covers and binding combs)

### ***Library rules***

The full services offered by the library are accessible only to registered users. Such registration requires an appearance in person, the acceptance of the library rules, and the signing of the associated declaration. The Library issues a library card to all registered members. The data recorded by the Library will be used only for contact, collecting any overdue debts, and preparing statistics, in line with the applicable data protection requirements. The Library may not disclose or transfer such information to third parties without the consent of the person providing such information.

The Library offers its services to students of the Faculty of Information Technology and Bionics with the conditions set out below. Students of other Faculties have restricted library use rights and may not borrow books.

### ***Borrowing/use of library items onsite***

A maximum of 3 books can be borrowed at the same time. Books are lent for 2 weeks during term time, and can be renewed once before they are due. Renewals are only possible to a limited extent during exam periods (consult with the librarians).

The following documents may *not* be borrowed or may be borrowed with certain restrictions:

- reference library reading room volumes (items marked with red dots)
- *periodicals*
- *dissertations and theses*
- overdue books



**Catalogue**

Information on the Library's inventory can be obtained from the [online catalogue](#) and the librarians. The Neptun code is the only thing required for using (logging into) the online surface. In addition to the most important data of the books (author and title), the catalogue also indicates the book's status (available, borrowable, or reservable).

**Renewals**

The procedures and regulations for late returns are detailed in the ITK Library Use Policy

**Late fee**

The Library charges a late fee for all overdue books, which is payable via the Neptun system. Late fees may be paid only after the volume has been returned. Any library member with any outstanding borrowings or debts may not borrow or renew books (until all debts are paid).

**Library information**

The most important pieces of information and contacts pertaining to the Library are available on the Faculty [site](#).

**Business hours**

Monday to Thursday: 8:00 AM – 4:30 PM

Friday: 8:00 AM – 2:00 PM

**Contact information**

1083 Budapest, Práter u. 50/A, Room 203

Phone: +36-1188-6435

[serf.andras@itk.ppke.hu](mailto:serf.andras@itk.ppke.hu)

[sifter.viktoria@itk.ppke.hu](mailto:sifter.viktoria@itk.ppke.hu)

[bibliotheca@itk.ppke.hu](mailto:bibliotheca@itk.ppke.hu)

<http://catalogus.itk.ppke.hu> (online library catalogue)

**The Faculty's database and access subscriptions**

Details of the current status are available [here](#).

*The following are especially important for the Faculty:*

The **Web of Science (WoS)** is the bibliographic database of the **ISI (Institute for Scientific Information)**. It offers access to current and past multidisciplinary information by way of more than 12,000 reputed, high-impact journals.

**Scopus** is the most recent member of the **SciVerse database** from the **Elsevier Publishing House**. The database is one of the world's largest collections of abstracts and citations. It performs systemization based on scientific criteria and allows the assessment of scientific metrics and the exploration of citations belonging to individual authors. It is even capable of making graphs about references.

**ScienceDirect** is **Elsevier Publishing House's** full-text database service. Its main profile is the distribution of scientific, technical and medical journals in printed and electronic format. It offers full-text access to the electronic versions of the Publishing House's own hardcopy journals, as well as to the e-journals of other publishing agents. Main disciplines: natural and life sciences, technical and medical sciences, energy and technology.

**SpringerLink** is one of the most frequented online scientific platforms. New, high-standard contents are added every day, including journals of scientific societies, manuals, conference presentations,

monographs, protocols, and many others. These contents are provided with links for reference, search hits, community bookmarks, and, more recently, even semantic links.

**IEEE** is a database that offers documents and publications from the fields of technical sciences. The **IEEE Xplore Digital Library** provides more than 5 million scientifically reviewed documents, primarily in the fields of electrical engineering and IT. The contents of the database encapsulates 30% of all technical literature published in the world.

The **publications** of [Akadémiai Kiadó](#) extend to more than 40 different branches of science and serve as the carriers of publications for our scientists to make their most recent results publicly available, in fields ranging from nuclear chemistry through microbiology to linguistics. More than **60 journals** published since 1998 are available. 14 of the 17 domestic impact factor journals are managed by this publishing house. The publications can be retrieved based on the name of the author, title, and abstract, while their full printed contents (full texts) can also be downloaded in PDF format.

[Dictionaries](#) of Akadémiai Kiadó are also available.

## LIBRARY OF THE FACULTY OF LAW AND POLITICAL SCIENCES

Library services:

- the reading room provides a location for quiet reading and studying;
- the lobby is for louder studying and studying in groups;
- the remote use of the library catalogue and the subscribed legal databases;
- free scanning;
- free photocopying;
- use of the repository (<https://peter.ppke.hu/>)

We provide assistance for writing both the subject and the grade theses both online and in person (*Borrow a librarian!*).

The library's collection consists of approximately 59,000 volumes, 180 journals in Hungarian and foreign languages, as well as the theses and PhD dissertations defended at the Faculty. The freely accessible shelves in the reading room contain the works of compulsory and recommended literature.

### ***What branches of science are covered in the publications?***

Law, history, economics, politology, sociology, philosophy, and church history.

### ***Databases***

Jogtár, Jogküdex, DigiZeitschriften, deGruyter, HeinOnline, EBSCO, EISZ databases, JSTOR, Taylor&Francis, Wiley, Web of Science, ProQuest, Sage, Beck Online (see details on the University [web-site](#).)

### ***Other points of interests***

The Library reception area leads to the Hall of Kings, which is usually included in tours given to the University's domestic and foreign guests and the Faculty's first-year students.

### ***Library rules***

The library can be used only by registered members. The Library Regulations are available [here](#).

***Business hours***

Monday to Thursday: 8:00 AM - 6:00 PM

Friday: 8:00 AM – 4:00 PM

Saturday: 9:00 AM - 1:00 PM

***Contact information***

Address: 1088 Budapest, Szentkirályi utca 28 - 30.

Phone: +36/1/429-7231

Fax: +36/1/429-7233

Email: [konyvtar@jak.ppke.hu](mailto:konyvtar@jak.ppke.hu)

## IT services

### FACULTY OF THEOLOGY

#### ***Computer facilities outside classrooms***

The student association has 2 PCs, a scanner, and a printer.

6 computers are available in the library.

Mondays and Thursdays: 12:00 PM - 5:00 PM,

Tuesdays, Wednesdays, and Fridays: 9:00 AM - 3:00 PM

#### ***Wi-Fi and Internet access***

The Eduroam WiFi can be used with the identifier Shibboleth.

#### ***Conditions for computer use***

The computers in the library require user names and passwords provided by library employees.

#### ***Printing and photocopying***

Students are given the opportunity to print in the Student Association room and to scan to USB drives at the library.

#### ***Other information***

The video conference system can be used in all lecture rooms and educational rooms, which are equipped with projectors.

### FACULTY OF HUMANITIES AND SOCIAL SCIENCES

#### ***Number and equipment of computer rooms***

Danubianum: 3 computer rooms are equipped with 66 computers altogether.

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 1 computer room: 19 computers + a projector.

#### ***Computer facilities outside classrooms***

Sophianum: 1 terminal computers to access and read theses

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 2 computers in the library, with a possibility to print documents.

Danubianum: none

#### ***Wi-Fi and Internet access***

The Eduroam WiFi can be used at all Faculty campuses.

#### ***Technical software for individual majors***

Trados (20 floating licenses), MemoQ, Adobe Master Collection CS6 (20 licenses), SPSS (75 licenses)

## **FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

### ***Number and equipment of computer rooms***

There are six computer rooms (2 of which can be opened into another) with a total of 159 PCs (25 PCs/3 room, 28 PCs/3 room), for educational purposes and available only under supervision. Logging in on these computers requires a student ID (ARGON domain, Shibboleth user). They run Windows 10/ Debian Linux operating systems. One of the rooms also has 10 Mac All-In-One computers. Projectors are installed in the rooms. Two of the measuring laboratories each have 15 computers with -among others - National Instruments hardware and software, which is for educational purposes only and can be used only under supervision.

### ***Computer facilities outside classrooms***

During the opening hours of the building, 1 PC running a Windows 10 operating system is available in the library to access and read theses.

### ***Wi-Fi and Internet access***

Wi-Fi is available everywhere in the building, with Eduroam identification.

### ***Conditions for computer use***

Computer use at the Faculty is subject to the provisions of Section 9 of the PPKE IT Regulations and the effective order of computer lab procedures and house rules.

### ***Printing and photocopying***

Officially none at the Faculty at present. (However, the library might be able to help.)

### ***Technical software for individual majors***

Special software is installed on the computers in the PC labs, with licenses valid only for the educational rooms.

### ***Other information***

Three large lecture halls (seating 210, 110, and 90 people, respectively) are equipped with amplification and projectors. A Polycom video conferencing system is installed in the Neumann lecture hall.

## **FACULTY OF LAW AND POLITICAL SCIENCES**

### ***Number and equipment of computer rooms***

Language lab: 16 computers, interactive whiteboard

Large IT lab: 53 computers

Student computers in the library: 8 computers

### ***Technical software for individual majors***

Special software is installed on the computers in the PC labs, and online sites can also be accessed.

### ***Wi-Fi and Internet access***

Eduroam Wi-Fi service in all areas of buildings 28 and 30. and all of the Sophianum area.

### ***Printing and photocopying***

Photocopies and printing can be made in the library.

***Other information***

It operates with a system provided by the Registrar's Office. Support for education is provided with laptops, computers, projectors/TVs/smart boards and, in certain cases, video conference tools. An audio system equipped to handle the hearing impaired is installed in the lecture halls in buildings 28 and 30. Polycom videoconferencing system can also be used for classroom training.

35 out of 38 classrooms have computers (2 computer labs). 30 out of 35 classrooms have webcams to support hybrid teaching.

## Leisure time activities, sports activities

### FACULTY OF THEOLOGY

We cordially welcome you to become involved in the lives of the students at the Faculty of Theology because, throughout the semester, a vast number of public and spiritual activities are presented as ways to enhance our daily lives.

The following programs are organized by the Student Committee: semester opening and closing garden parties; making excursions and outings; spiritual mornings at Easter and Advent; summer camps; weekly faculty mass, and monthly praise prayer. You can be part of a community where you are not a Neptune code for teachers, and you can know all your fellow students personally.

### FACULTY OF HUMANITIES AND SOCIAL SCIENCES

#### *Sports*

During the university years, many opportunities are available to those who wish to exercise. Discounts at several gyms, exercise centers, and swimming pools are provided to students at all campuses. The discounts are available with student cards.

Additionally, students may participate in weekly Pázmány Football League championships and football and volleyball cups are also organized during the semester by the Students' Union. Every year on 20 September, we organize a Sports day at the collegiate level as part of the International University Sports Day, and during the spring semester we organize a Faculty Sports day in Esztergom.

Our faculty also provides weekly folk dance classes for lovers of other forms of movement. Various sports teams, for example, the Pázmány team participating in the Danube Regatta - the sports festival of the year- also await all those who wish to exercise. Professional athletes have the chance to compete on behalf of the university in national and international competitions (such as the Universiade and European University Games).

#### *Leisure time activities: self-organizing groups*

The Pázmány Faculty of Humanities and Social Sciences offers an opportunity for everyone to find a self-organizing group that suits them. The following groups and leisure activities are available in the academic year 2024-2025:

- Boldog Özséb Theatrical Company
- Labor et Otium College for Advanced Studies
- Pázmány Culture Club
- Rakpart Reading Club
- Stephaneum College for Advanced Studies
- Archeology and Historical Hikers Association ( Régészeti és Történelmi Természetjáró Szakosztály)
- History Students' Association
- Batthyány Circle of Youth at Pázmány
- Reflektor Film Club

Students who are interested in scientific research can join the faculty TDK (=Conference for Student Researches) workshops.

For individuals who want to fully embrace their Catholic religion, the Faculty and the Students' Union regularly host events (spiritual conversations, outings, and pilgrimages); also, a spiritual fellowship room is accessible at the Danubianum location. Father Caprioli also welcomes students at the University Chaplaincy in addition to all of these events.

You can find more information about the programs organized by the Students' Union: [facebook page](#) and [instagram](#).

### ***Pázmány University Chorus***

All students with an aptitude for singing are welcome in the Pázmány University Chorus.

The chorus provides Pázmány students with an opportunity to sing in a choral group, even integrating it into their schedule, i.e., chorus can be chosen as an elective subject.

However, any member of the university community is welcome to join, for example, students, teachers, administrative, and technical staff.

Along with the regular weekly rehearsals, a few concerts, group outings, and choir weekends each semester ensure good singing and social life.

The repertoire of the choir ranges from the Middle Ages to the present, interspersed with improvisational, theatrical, and instrumental pieces.

Rehearsals are held:

4:15 – 5:45 PM on Thursdays, PPKE Faculty of Theology (1053 Budapest, Veres Pálné utca 24.) 4th floor, door 402 (wheelchair accessible).

The chorus is led by János Bali, a Liszt prize-winning choir master and associate professor of PPKE Faculty of Humanities and Social Sciences.

## **FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

### ***Sports***

Sports opportunities – such as floorball, volleyball, badminton, table tennis, basketball, and physiotherapy – are announced at the beginning of each semester on the students' mailing list. There are also multiple opportunities every year to participate at Faculty sports days and on outings and hikes.

### ***Leisure time activities***

Animator Community

*President: Báborka Nyári*

*Vice President: Gergő Réti*

The Animator Community was formally established in 2010 with the aim of helping freshmen fit into the university environment. They organize many events, primarily for freshmen, which help integrate the study groups and the class. In addition to taking part in social life, they also help with issues concerning studies, even giving freshmen a chance to consult with them regarding specific, subject-related questions.

The Freshman Days are organized at the end of August, where freshmen first meet each other and the university community. This is a fun, four-day team-building competition in Budapest, including sightseeing, and an enrollment day. Its objective is to transform the various study groups into teams.

*Responsible: Brigitta Uhlár*

By the Freshmen's Weekend held in October, the study groups have already become familiar with each other. The Weekend provides them with an opportunity to measure their resourcefulness at a location in the countryside. The event allows students to get to know not only their classmates, but also the other students in their year.

*Responsible: Gergő Galli*

Unlike other universities, the five-day Freshman Camp is organized at the end of the year so freshmen can relax actively on the shore of Lake Velence after the exertions of exam time.



*Responsible: Réka Gonda*

At the beginning of the spring semester, University students may enroll for Animator Training, which introduces them to the ground rules of our community and teaches the knowledge required for the organization of community life through theoretical and practical tasks. The training consists of six full-length evening events and one weekend.

*Responsible: Márton Szabó*

During the year, the Students' Union also organizes university events aimed at mobilizing all university students. A sample of some of the colorful events: IrZen (A night of literature and music), Offline Day, Pázmány Day Obstacle Race, Charity bake sale.

*Responsible: Eszter Anna Hudra*

### **Choir**

The Faculty choir was formed in 2005 in the joint organization of students and professor Dr. Ágnes Bércesné Novák. Led by the professor, the choir has a wide repertoire ranging from ecclesiastical music through gospel songs and pieces from modern soundtracks. The choir regularly takes part in graduation and end-term ceremonies.

Other student clubs are generally formed in various topics and with various objectives by the students themselves or in agreement with leadership.

### **MID Club**

Foreign students studying HFL (=Hungarian as a Foreign Language) at Pázmány Péter Catholic University are welcome to the monthly occasions of the MID (=Magyar, mint Idegen nyelv) Club, organized by the MID teachers and the staff of the Central Office for Foreign Affairs two times in each semester.

Participants can meet other students of various nationalities and cultural backgrounds in order to practise their acquired Hungarian language knowledge together in an informal environment. They can not only improve their vocabulary and communication skills but also get acquainted with different aspects of Hungarian culture. Last year's sessions included playful activities and presentations focusing on Hungarian national holidays and festive traditions, music, folk songs, and traditional dances accompanied by fun DIY activities. The last occasion took place outside the walls of the university: a trip to the Museum of Ethnography, where students could gain an intensive insight into the rich folk treasures of Hungary and different cultures from all around the world.

To get information about the next club meeting, contact your MID teacher. The exact time and venue will also be available on the university's website.

**FACULTY OF LAW AND POLITICAL SCIENCES*****Sports***

Every year in September, the "freshman ball opening dance" is announced to the future freshmen, in which they may learn the steps of the Hungarian Palotás dance.

Folk dance: deals with teaching Hungarian dances and upholding traditions, with an emphasis on "Mezőségi" and "Csángó" dances.

The University's Hét Csapás Folk Dance Group performs at University and national (e.g. March 15) events.

Ball games: teaching and applying rules, which provide for the understanding and appreciation of sports (basketball, football, handball, volleyball, water polo).

Yoga: Yoga exercises work in their entirety, creating balance of body, mind, spirit and soul.

Hiking: organized regularly for students (e.g.: to locations such as Dobogókő, Normafa, Hármashatár-hegy, etc.).

Every year, the volleyball, basketball, water polo, and futsal teams participate in the University and College Championships.

The Pázmány Football League is organized by the Students' Union. There are several competing teams at the University.

Seasonal periodic sports are also organized (ski camps, canoe trips).

**Sports achievements****2024**

Squash: 3<sup>rd</sup> place - (Andrea Aczél)

Wrestling: 2<sup>nd</sup> place (Adrienn Béres)

Athletics 110 barrier - Marcell Blaumann

Athletics: 1<sup>th</sup> place in men's 800 m (Bálint Szinte)

Pázmány Basketball League – 3<sup>rd</sup> place

Pázmány Volleyball League – 3<sup>rd</sup> place

**2023**

Fencing duel: 1<sup>st</sup> place (Zsombor Péter Keszthelyi)

Wrestling: 2<sup>nd</sup> place (Adrienn Béres)

Squash: 3<sup>rd</sup> place (Andrea Aczél)

Dragon boating: 6<sup>th</sup> place

Judo: 2<sup>nd</sup> place (Attila Pryma)

Judo: 3<sup>rd</sup> place (Viktória Margit Paár)

**2022**

Squash: 1<sup>st</sup> place (Andrea Aczél)

Judo: 2<sup>nd</sup> place (Viktória Margit Paár)

Judo: 9<sup>th</sup> place (Viktória Margit Paár – European University Games)

**2021**

Athletics: 5<sup>th</sup> place in women's 100 m (Csenge Göblyös)

Aerobics: 2<sup>nd</sup> place (Zsófia Simon)

Water polo: 10<sup>th</sup> place

Swimming: 11<sup>th</sup> place in 50 m men's fast (Noel Novoszáth)

Swimming: 6<sup>th</sup> place in 100 m men's fast (Noel Novoszáth)

Judo: 1<sup>st</sup> place in men's 60 kg (Csanád Feczkó)

Judo: 3<sup>rd</sup> place in men's 90 kg (Attila Pryma)  
Judo: 3<sup>rd</sup> place in women's 57 kg (Petra Parti)  
Wrestling: 2<sup>nd</sup> place in women's 57 kg (Adrienn Béres)  
Wrestling: 1<sup>st</sup> place in men's 60 kg (Csanád Feczkó)

*Who can join us?*

Both full-time and correspondence students.

*How to join*

Register at the [Physical Education Group](#) in person or by email.

*Contact information*

Address: H-1088 Budapest, Mikszáth Kálmán tér 1. 3<sup>rd</sup> floor Room 308

Phone: +36 1 429-7200 (extension 371)

Email: [gelencser.bernadett@jak.ppke.hu](mailto:gelencser.bernadett@jak.ppke.hu)

***Erasmus tutor organization***

The Erasmus tutor organization provides a good opportunity for students to get to know and make friendships with foreign students and is a great facility for practicing foreign languages and developing other competences. All received foreign students are assigned their own tutor, which can be a great help prior to the arrival of the foreign students, in the first weeks of the mobility semester, and during the entire course of the semester.

The Erasmus tutor organization is one of the student organizational units at the Office for Research and International Relations (KSZKI), which presumes close cooperation. The tutor organization is led by a Head Tutor, supported by the Vice Tutor and a 5-person management team, who collect and coordinate the work of the tutor network and the different programs and tasks aimed at the incoming international students.

*The purpose and tasks of the organization*

The main tasks of Erasmus tutors are to receive incoming students, to help them find accommodation and find their way in the University's academic system, and to provide support concerning even minor, everyday problems. Tutors also help in the integration of Erasmus students into University life and involve them in major events. With the help of the Office for Research and International Relations, tutors organize interesting weekly programs and outings throughout the entire academic year, including trips to Lake Balaton, the colorful Szentendre Carnival, museums, and cities around Hungary.

Each semester opens with an Erasmus orientation week that involves getting to know the city and the fellow students and a variety of programs, from sight-seeing to quiz nights, spread out over 4 days to help arriving students become a community. During the course of the semester another important program is the intercultural evening where each nation prepares its own traditional meals (and tutors present the finest dishes of the Hungarian kitchen) and all the nationalities perform their national anthem or a national song or poem. Every semester, a long weekend outing is also organized for the Erasmus tutor organization to coordinate all the processes related to the preparation for the semester and to build the team, as is another trip with the international students (sometimes abroad), both of which have a strong community-building effect. The semester is closed with a banquet as well as a student and Erasmus tutor organization evaluation of the time spent together. Close friendships are made each year, and students end up forming a close-knit group, which includes tutors; they continue to communicate via social media after their mobility time ends, which may be crucial to their future professional success.

### *Membership*

All students can apply who have an inkling to work with foreign students, can spare a couple hours each week for social and cultural programs, and might even wish to apply for an Erasmus scholarship at a later time to become a part of this unique experience.

### *How to join*

Students can join the organization at the end of the previous semester by responding to the call for applications announced by the Office for Research and International Relations. New members are then elected by way of a two-round admission procedure. In the first round, applicants complete a questionnaire and submit motivation letters and CVs. On the basis of the submitted documents, they are then called to participate in interviews to assess their language skills, competences, and motivation; they can also share their ideas and program recommendations. All members have to have a good command of English, and familiarity with other foreign languages (German, Italian, French, Spanish, Polish) is an advantage.

### *Results*

The Erasmus program provides an opportunity to represent the University at a European level. We often meet students who have chosen Budapest and the PPKE Faculty of Law and Political Sciences because it was recommended to them by a former Erasmus student due to our excellent teachers, exemplary tutor network, and friendly administrative processes.

### *Contact information*

H-1088 Budapest, Szentkirályi u. 28. 1st floor, Room 138

Email: [erasmus@jak.ppke.hu](mailto:erasmus@jak.ppke.hu)

### ***Tutorial Association***

The Pázmány Péter Catholic University's Faculty of Law and Political Sciences has operated a Tutorial Association since 2004. The primary aim of the Tutorship is to help the integration of first-year students into the University by introducing students just starting their studies to the University's social life while also giving them guidance regarding their studies. Students can apply to the Tutorial Association when starting their first academic year or during the semester. In the Association, two Tutors provide the services, working together and with the students. The Tutorial Association is a grassroots-level unit of social life that provides an effective method for transferring information and allowing students to develop by creating a relaxed, friendly atmosphere.

Even before the start of the fall semester, the Association holds social programs to provide new students with the opportunity to form friendships and to launch the process of building a community. The organization participates in the social and cultural programs organized during the course of the academic year, primarily the Freshman Days and the Pro Facultate Day, including organizing those. However, the tasks of a Tutor are not limited to students starting their studies, as the Tutor will keep providing advice, assistance, and guidance during later semesters to the tutored group led in earlier years. In addition, the members of the organization are happy to help any student in taking care of educational administrative affairs or any other difficulties they may encounter.

The presidency of the organization, in agreement with the respective members, selects the future members of the organization during the course of the admission procedure held in the spring semester. As part of the procedure, the current members of the Tutorial Association assess the aptitude, creativity, and organizational capabilities of first and second year candidates at the Potential Camp, after which the presidency examines the applicant's knowledge of the education regulations in an admissions interview.

If you would like to learn more about the Association, write to us at [pazmanyutorok@gmail.com](mailto:pazmanyutorok@gmail.com).

## **Information on the conditions of studies provided Hungarian state scholarships**

The conditions of studies supported by Hungarian state scholarships are available on the Educational Authority [website](#).

## **Student loan administration**

Information on the different types of Student Loan products are available [here](#).

## **Student card administration**

Current information regarding student card administration is available [here](#).

## Fire safety information

Act XXXI of 1996 on Fire Safety and Decree 54/2014 (XII.5.) of the Minister of Internal Affairs requires students to be taught and to learn the necessary fire safety information.

In line with this obligation, we request that you read this information carefully and adhere to and enforce its contents.

Please certify your acknowledgement of the contents of this information by signing the attached [statement](#).

Fire safety requirements:

- a) All students are required to ensure that the contents of the fire safety rules and regulations are followed.
- b) If students notice any violation of fire safety rules, they are obligated to take steps to terminate the violation and inform a teacher.
- c) Students are obligated to study the fire safety training materials and learn and adhere to their contents.
- d) After finishing any fire hazard activities, students are required to ensure that no fire hazards remain.
- e) Students are obligated to check the condition of the equipment and tools they use from the aspect of fire safety and shall report any errors or damages.
- f) Students shall actively participate in the annual fire drill.
- g) In case of fire, students shall proceed in line with the "Fire Emergency Plan." The escape routes are marked along hallways and corridors.
- h) The above plans also contain the locations of fire extinguishers and the shut-off valves for public utilities.
- i) Smoking at the University is permitted only at the designated locations outside the buildings.
- j) Signs indicate the locations of smoking areas outside the buildings.
- k) In case of a fire within the building, immediately start extinguishing the fire to prevent it from spreading. Notify the security service immediately of the fire.
- l) The methods for raising the fire alarm are:
  - loudly shouting "FIRE" to call the attention of nearby persons to the fire. The shouting has to be loud and should catch people's attention without causing panic,
  - with the use of the manual fire alarms installed in the building and marked with pictograms.
- m) If the fire results in any personal injury or any conditions give rise to the suspicion of a crime, the security service must first be notified. At the same time, notify the ambulance at 104 and the police at 107 or 112.  
The fire brigade's call numbers are 105 and 112.
- n) The report of fire shall include the following:
  - the exact location and address of the fire,
  - what is on fire and what is in danger,
  - whether any lives are at risk,
  - the name of the person raising the alarm and the phone number from which the call is made.
- o) Depending on the given circumstances, any University student may call the fire department about the fire, but the security service should always be notified first.

Use of fire extinguishing equipment:

- Remove the extinguisher from the wall
- Remove the pin or tab from the handle
- Aim the hose at the flames



- Keep a safe distance of 1.5-2 m from the fire and direct the extinguishing material at the upper third of the flames

Use wall-mounted fire hydrants:

- Open the hydrant cabinet, remove the nozzle, and open the valve
- Grip the nozzle and use it to pull the hose towards the fire
- Open the nozzle and direct the stream towards the fire

All students have to sign a statement held by their education administrators stating that they have acknowledged their fire and occupational safety obligations.

### Using powder extinguishers

#### Parts of powder extinguishers

Cylinder and discharge head

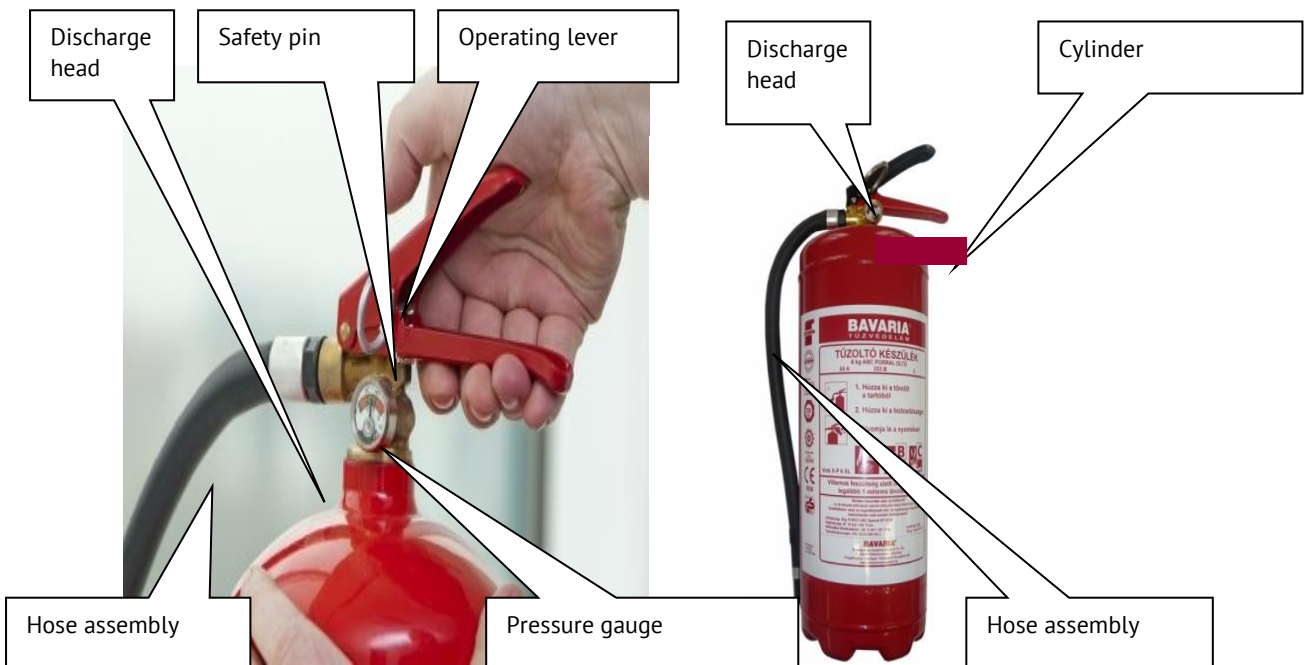


Figure 1 The parts of a powder extinguisher

The discharge head includes the operating lever, the safety pin, the hose assembly, and the pressure gauge. (Figure 1)

The label on the cylinder includes the instructions and the type of powder contained in the extinguisher. (Figure 2)



Figure 2 Pictograms on an ABC powder extinguisher

Maintenance on fire extinguishers manufactured in line with the *MSZ EN 3 and 1866 standards* has to be performed annually. A self-adhesive sticker indicating the date of the last and of the next due inspection on the extinguisher attests that it has been checked. If the sticker is missing, the extinguisher cannot be considered operable. Extinguishers have to be regularly checked by authorized personnel. Only organizations registered by the Ministry of the Interior's National Directorate General for Disaster Management are authorized to check and perform maintenance on extinguishers. The year of manufacture and the date of the pressure test are stamped on the cylinder. Extinguishers are generally used for 20 years.

### **Using powder extinguishers:**

If possible, ask for help and call the fire department in case of fire. If the available powder extinguisher is suitable only for slowing the spreading of the fire but does not extinguish it, leave the room and inform the fire department. The arriving fire fighters will finish extinguishing the fire. Since the remaining embers may rekindle even after the flames have been extinguished, always notify the fire department (if they have not already been notified), who will ensure the fire is indeed out and that the heat conductivity has not resulted in fires in other, hidden areas (e.g. dropped ceiling, attic, roof structure, etc.).

The extinguisher label contains Hungarian instructions, including easy to understand pictograms. (Figure 3)



Figure 3 The instructions and pictograms on a powder extinguisher

Remove the safety pin, aim the hose towards the fire, and squeeze the handle to start extinguishing. While extinguishing the fire, take care that the powder reaches the flames and not the surface of the burning material, using a gentle sweeping motion from top to bottom and side to side to cover the entire fire (Figure 4).

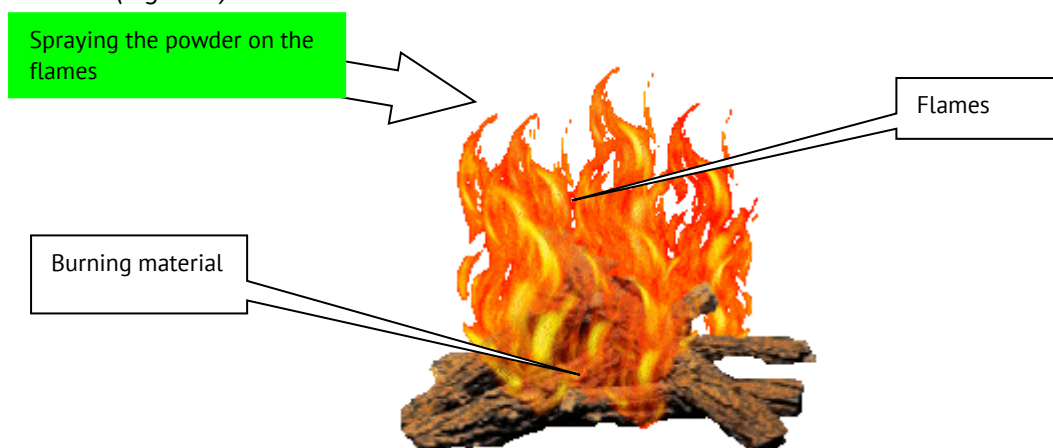


Figure 4 Aim the powder at the flames using a top to bottom sweeping motion

Aiming the powder at the burning material may cause it to scatter and create new fires, which greatly reduces extinguishing efficiency. (Figure 5)

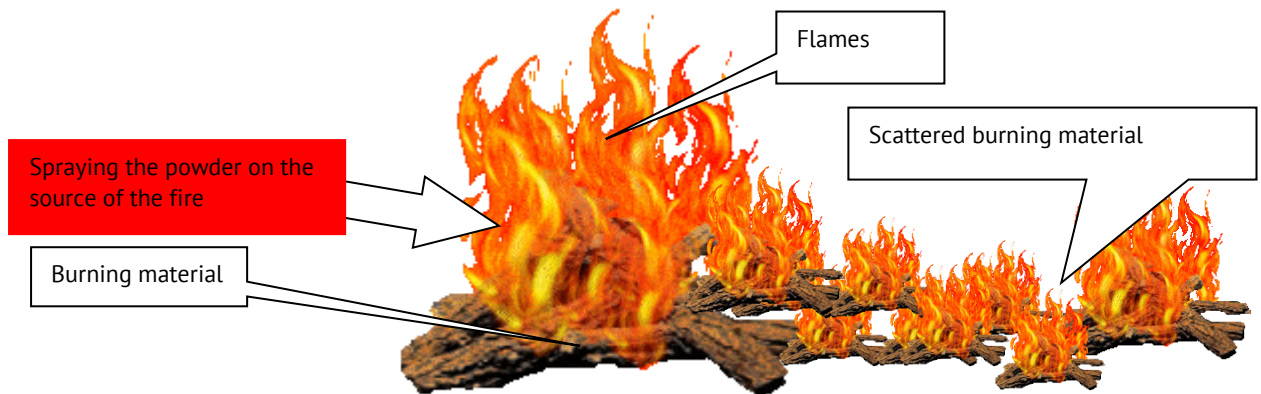


Figure 5 The fire spreads when the powder is sprayed on the source of the fire

Extinguishers unsuited for use and used extinguishers have to be replaced promptly. The fire safety regulations, available in the UNIVERSITY'S OFFICES, contain more detailed rules on fire safety.

## Occupational safety information

Act XCIII of 1993 on Occupational Safety specifies the rules and regulations applicable to the health and safety of students.

### The definition and main topics of occupational safety

The health and safety requirements pertaining to organized work, the protection of the health and the capacity of workers, the humanization of working conditions, the legislative, organizational, and institutional system of requirements aimed at realizing the prevention of work accidents and occupational diseases, and the execution of the above. The two main areas of occupational safety are safety and health at the workplace.

The following provides a summary of the main information that must be followed in the interest of ensuring that you comply with basic requirements in the course of your studies and will protect your own health and safety as well as that of your peers.

Please read this information carefully and certify that you have read it by signing the [statement](#).

The above mentioned law specifies the tasks, rights, and obligations of the state, the employer, and the employee. In addition to providing the technical and organizational conditions for safe work performance that are not detrimental to health and to preventing accidents, a basic requirement is that the student be in a physically and mentally suitable state.

### The student's basic obligations

- Students may stay in the area of the University and participate in training or other events only in a state suitable for the safe conducting of work that does not endanger health or safety.
- Students must follow occupational safety rules. A state suitable for work (or studying) means that the employee has the ability and reflexes expected of him to assess situations, is not under the influence of alcohol, medicinal products, or drugs, and is capable of fulfilling the social obligations of a student.
- Students are expected to be able to assess the safe condition of the study and other tools they use (chairs, tables, etc.) and to use them as intended or as instructed by the teacher.
  - Any defects should be reported to the secretariat of the competent department. Students should wear clothing at the University that are appropriate for the Institution, with footwear allowing for safe walking and providing the necessary ankle support, thereby preventing ankle and foot injuries when walking.
- Students shall keep order, discipline, and cleanliness at the University, rectify, in the manner expectable of them, all circumstances that may pose a threat to others, and report such to a teacher and/or the secretariat of the competent department.
- Use machines and equipment only after learning the applicable knowledge (learning to use work equipment).
- Keep discipline, order, and cleanliness at the Faculty premises (disciplined behavior).
- Ask for action in case of any dangerous malfunctions or errors (immediately inform a teacher).
- Immediately report any accident or illness (immediately inform the teacher).

**Students are entitled to require** conditions for studying that are safe and are not hazardous to health and the provision of equipment and tools necessary for studying at the institution that are in a suitable condition.

### Potential sources of danger and pathogenic factors at the workplace:

1. Physical hazards (work equipment, noise, vibration)
2. Chemical hazards (hazardous substances, e.g. explosive, toxic, flammable, corrosive substances)

3. Biological hazards (micro-organisms: bacteria, fungi, viruses)
4. Psychosocial factors (stress, monotony)
5. Ergonomic factors (ergonomic workplace)

### **Work accidents**

The definition of a work accident

Under Act XCIII of 1993, a work accident is an accident suffered by the employee during or in relation to organized performance of work, irrespectively of its location and time and the intervention of the (injured) employee.

An accident is regarded as occurring in relation to the performance of work if it has been suffered by the employee during work-related transportation, material receipt, material handling, washing, organized catering at the workplace, occupational health services, or using other services provided by the employer.

*Those accidents may not be regarded as being in relation to the performance of work (work accidents) which have been suffered by the employee during transportation from his residence (accommodation) to the workplace or back, except if the accident has occurred with the employer's own or leased/rented vehicle.*

*A work accident is severe, which leads to:*

- the death of the injured party (a work accident is also considered deadly if the injured party passed away due to the accident within 1 year thereof, as certified by a medical expert opinion) or the injured party's fetus or newborn child, or caused permanent injury that prevents an independent lifestyle,
- the loss or severe impairment of any sensory organ (or sensory capability) and reproductive capabilities,
- a life-threatening injury or health impairment, as certified by a medical opinion,
- severe mutilation, loss of thumb or the greater part of two or more fingers or toes (and any more severe cases),
- loss of speaking ability or noticeable distortion, paralysis, or mental disorders.

### Reporting a work accident

The employer is obligated to inspect and keep records of work accidents and occupational diseases. The employer is obligated to draw up records of accidents and events. Employers are required to immediately report severe work accidents to the Work Safety Authority competent at the location of the accident, by phone, fax, or in person, providing the available information.

### Inspection of work accidents

The employer shall inspect all work accidents in line with Act XCIII of 1993 and Decree 5/1993 of December 26 of the Minister of Employment Policy and Labor.

If, due to the injured person's condition or the nature of the accident, the investigation cannot be completed by the time of the data report, a proper substantiation must be included in the work accident report.

Upon completion of the investigation but not later than the 8th day of the month following the target month, the employer shall send the report:

- to the injured person, or in the event of a lethal accident, the close relative of said person,
- in the case of a work accident leading to death or incapacity exceeding three days, to the Work Safety Authority competent at the location of the accident.
- in the case of foreign assignments or foreign service, to the Work Safety Authority competent at the registered seat of the employer registered in Hungary.

- to the National Health Fund (OEP) or, in the absence thereof, the competent health insurance administration body.

In all cases, the employer that (who) employs the injured person as part of organized work shall investigate, report, and keep records of the work accident.

In the case of an appointment to another employer for work performed in Hungary (assignment), the employer directly managing the injured person's work shall be responsible for fulfilling the obligations regarding the investigation, reporting, and record-keeping of the work accident.

#### Procedure in the event of a work accident

All events and accidents must be reported immediately to the direct workplace supervisor or the teacher.

The direct workplace supervisor or teacher is responsible for and obligated to call an ambulance.

If the supervisor or teacher is not available, the person who noticed the accident may also call an ambulance.

All employees and students are required, as necessary and to the extent expectable of them, to help the injured person or any other person whose life or safety is directly threatened.

Accidents must be investigated, a report shall be drawn up, and records shall be kept as prescribed by law.

#### **Use of electrical equipment and devices**

Only those electrical equipment, devices, machines, fixtures, and extension cords can be used and operated that meet the applicable safety requirements and that provide the necessary shock protection.

When handling electrical machinery and appliances, touch only those parts intended for handling which are specified in the operating instructions for the machinery. **It is PROHIBITED to reach inside any equipment under power!**

After working hours or teaching, electrical machinery in offices and classrooms (computers, printers, copiers) have to be turned off and unplugged.

#### **Provision of first aid**

Providing first aid is a civic duty. Law requires all citizens to provide help to any injured person who has suffered an accident, in the manner expectable of them. At the same time, providing first aid is also a great responsibility, as persons who are not familiar with the basics of first aid may worsen the condition of the injured party by helping in good faith. That is why it is important that everyone provide the help they are able to. First aid can be provided by all persons who have the basic knowledge and the necessary self-discipline.

First aid providers must act confidently, calmly, and with great circumspection, and must be careful not to confuse first aid with treatment. The primary task of first aid is to save the person's life, followed by improving, or preventing the deterioration, of their condition until the arrival of a doctor or paramedics.

#### **Requirements pertaining to providing first aid:**

- a confident, calming, decisive presence,
- a humane, gentle manner,
- quick assessment of information,
- proper positioning (sitting, laying down) and undressing (loosening of clothing) of the injured person,
- providing fresh air,

- leaving the scene of the accident undisturbed (the doctor can gain a lot of information by examining the location),
- removing bystanders and anyone else wishing to help.

In the case of any accident, first check for signs of life (movement or motion, state of consciousness and awareness, heartbeat, breathing). If the injured person shows no signs of life, immediately start resuscitation with artificial ventilation and continue until the signs of life return or the doctor (paramedics) arrives.

In case of fainting or loss of consciousness, the injured person has to be brought out into the fresh air, any obstructions must be cleared from his mouth (vomit, dentures), the tongue must be pulled forward (if it has slipped back), and a strong-smelling substance should be provided. If necessary, apply chest compressions.

First aid kits are available at the building reception offices.

The most urgent action has to be taken if the injured person's life is in danger.

The term **clinical death** is used to refer to the cessation of the injured party's breathing and the stopping of the heart. Biological death occurs when there is a permanent, irreversible cessation of breathing and heart function. Clinical death lasts approximately four minutes. Only those persons can participate in administering first aid who are familiar with at least the basics. An unconscious injured person has to be placed in a stable side position.

The steps of the resuscitation process:

- Clearing airways.
- Providing artificial ventilation (mouth-to-mouth breathing, 2 blows).
- Restoring heart functions (cardiac massage, 30 chest compressions).
- Repetitions: (artificial ventilation using the mouth-to-mouth technique, 2 blows + cardiac massage, 30 chest compressions).

Only those persons can participate in administering first aid who are familiar with at least the basics. An unconscious injured person has to be placed in a stable side position.

In case of **electrical shock**, the most important step is to remove the person from the electrical circuit. If it is not possible to quickly interrupt the electrical circuit (e.g. shut off the equipment), the person has to be immediately freed from the equipment.

Use an insulating rod, a stick, or a wooden tool, or if there are two people available, the electrocuted person can also be pulled away by throwing a dry rope, dry trousers, or a jacket around him.

In case of equipment of more than 1000V, it is dangerous to approach the electrocuted person, and the only solution is to shut off the power.

Even if the electrocuted person does not feel any symptoms, he must be laid down and a doctor or paramedics must be called. It is prohibited to give the person anything to eat or drink.

### **Examining the condition of an electrocuted person**

Administer first aid immediately after freeing the person from the electrical current (or, if his clothing is on fire, after extinguishing the fire). As the method of assistance always depends on the condition of the injured person, first check his condition. If the electrocuted person has not lost consciousness (he can move around, talk, and give intelligible replies), he has to be examined for burns or other injuries that require care.

If the electrocuted person has lost consciousness, check for vital signs. To check breathing, the shock victim should be placed on his back on a firm surface (with a blanket or coat underneath) and the clothing should be removed from his chest. Then bend down to the level of the injured person's sternum, observing from the side whether his chest and abdominal wall rise and fall in a rhythmic

manner. If movement is clearly visible, then breathing is satisfactory; if not, or only vaguely visible, then there is no or insufficient breathing. The sure method for checking circulation is to feel the carotid artery.

The steps taken as part of first aid now depend on the results of the above examinations.

If the injured person is conscious (and the examination shows no other injury), keep the victim lying on his back, ensuring his head also lies flat. Loosen any tight-fitting clothing and protect the victim from all further injuries (curious onlookers, heat, rain, etc.) and from the cold (cover the victim), but do not heat the victim. Continuously observe the victim (for example, for any signs of changes in consciousness) and wait for the arrival of a doctor or the paramedics.

If the electrocuted person is unconscious but has normal respiratory and cardiac functions, if there is no obvious serious bone fracture, he should be turned into the stable side position and the airway should be checked and cleared as necessary to ensure airway patency by checking the oral cavity and removing foreign objects. Continuously monitor the victim and the victim's breathing and again clean his mouth cavity (if necessary) to keep the victim safe until he regains consciousness or until the arrival of a doctor or the paramedics. Do not move the victim unnecessarily, attempt to revive him, and, most importantly, do not give the victim anything to eat or drink. In most cases, the victim will shortly regain consciousness.

If the shock victim is unconscious and not breathing, his face is conspicuously pale, the bridge of his nose is bluish-purple, and even if his pulse is still palpable in the neck, i.e. he still has blood circulation, the injured person is in mortal danger, because the lack of oxygen supply to vital organs can cause permanent damage within a short time. Immediately start resuscitation with artificial ventilation with the aim of providing enough fresh air for the oxygen supply of vital organs while also ensuring that carbon dioxide leaves the body. The best current method of artificial respiration is blowing air in: mouth-to-nose or mouth-to-mouth (only if the nose of the injured person is completely blocked). Before starting artificial ventilation, ensure that airways are clear.

If the injured person is not breathing and has no circulation, he has suffered clinical death. In this case, the shock victim is in a very serious but not a hopeless condition if resuscitation is administered within 4-5 minutes.

Chest compressions may be provided only by a first aid provider who is trained in checking the carotid artery and in administering compression.

In case of a **bone fracture**, place the victim in a resting position and keep the broken parts of the body from moving. In case of an open fracture, gently wrap the wound to prevent infections. Call a doctor (ambulance).

As far as possible, provide first aid under clean conditions, at the designated first aid station. If the victim is unable to walk, use a means of transport to take the victim to the station. If no suitable means of transport are available, use a door or ladder. The important thing is to ensure that it can take the victim's weight and is easy to grasp.

**Important phone numbers:**

Ambulance: 104

Fire department: 105

Police: 107

General emergency number: 112

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## **Regulations and information on studies**

The current texts of these regulations are available on the University [website](#).