



PÁZMÁNY

Pázmány Péter Catholic University

1635

Educational information

2022–2023

Table of contents

I.	University Information	4
II.	The schedule for the academic year, educational periods, and significant dates	6
III.	Equal opportunities	7
IV.	Educational counselling and career counselling	8
V.	Neptun	11
VI.	The enrollment and registration procedure	12
VII.	Important information for foreign students	13
VIII.	Foreign scholarships	15
IX.	University fees and tuitions	16
X.	A list and information of the students' hostels, dormitories, and colleges for advanced studies recommended for PPCU students	18
XI.	Library services	22
XII.	IT services	30
XIII.	Leisure time activities, sports activities	33
XIV.	Information on the conditions of studies provided Hungarian state scholarships	39
XV.	Student loan administration	40
XVI.	Student card administration	41
XVII.	Fire safety information	42
XVIII.	Occupational safety information	46
XIX.	Student requirements and rules	51

Dear Students,

It brings me great joy to welcome you on occasion of the 2022/2023 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. László Komáromi
General Assistant Dean

I. University Information

The University's name, address, and institutional ID

Pázmány Péter Catholic University
1088 Budapest, Szentkirályi utca 28.
Phone: +36/1/429-7200
Fax: +36/1/318-0507
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 Kuminetz

Names of Faculties, campuses, contacts, heads of Faculties

FACULTY OF THEOLOGY

Dean: Rev. Mons. Dr. Attila Puskás
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
Internet: <http://htk.ppke.hu>

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Dean: Dr. Máté Nándor Birher
Internet: <http://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
Internet: <https://btk.ppke.hu/en/about/campuses/budapest-sophianum>

Address: 1111 Budapest, Bertalan Lajos u. 2. (Danubianum)
Internet: <http://btk.ppke.hu/en/about/campuses/budapest-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
Internet: <http://btk.ppke.hu/en/about/campuses/esztergom-iohanneum>

FACULTY OF LAW AND POLITICAL SCIENCES

Dean: Dr. István Szabó (until 31 August 2022)
Dr. László Komáromi (from 1 September 2022)
Address: H-1088 Budapest, Szentkirályi u. 28-30.
Phone: +36/1/429-7200
Fax: +36/1/429-7201
Email: info@jak.ppke.hu
Internet: <http://jak.ppke.hu/en>

FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

Dean: Dr. Kristóf Iván (until 31 August 2022)
Dr. Gábor György Cserey (from 1 September 2022)
Address: H-1083 Budapest, Práter u. 50/A
Phone: +36/1/886-4700
Fax: +36/1/886-4724
Email: titk@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, Szentkirályi u. 28-30.
Phone: +36/1/429-7217
Fax: +36/1/429-7218
Email: folia@jak.ppke.hu
Internet: <http://www.kjpi.ppke.hu>

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

Schedule for the 1st semester of the 2022/2023 academic year

Period description	Dates
Veni Sancte	19:00 PM, 18 September 2022
Term time	05 September 2022 - 17 December 2022
The first school day for full-time students	12 September 2022
Classes for correspondence students	according to class schedule
Holidays for full-time students	31 October 2022 - 04 November 2022 Fall holiday 08 December 2022 Immaculate Conception (holiday ordered by the Rector)
Pázmány Day	12 October 2022
Exam period (regular + CV [exam only])	19 December 2022 - 04 February 2023
Preliminary exam period (Faculty of Theology, Faculty of Law and Political Sciences)	12 December 2022 - 17 December 2022
Preliminary exam period (Faculty of Information Technology and Bionics)	12 December 2022 - 16 December 2022

Schedule for the 2nd semester of the 2022/2023 academic year

Period description	Dates
Term time	06 February 2023 – 20 May 2023
The first school day for full-time students	February 13, 2023
Classes for correspondence students	according to class schedule
Holidays for full-time students	03 April 2023 - April 14 2023 (Easter break)
Exam period (regular + CV [exam only])	22 May 2023 – 01 July 2023

III. 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 Act¹, may waive such requirements.

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 at the following link:

PPCU: http://ppke.hu/uploads/articles/2154342/file/EN_Eselyegyenlosegi_kervenyek.pdf

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)

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

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

Representative for the Faculty of Theology: Mihály Kránitz (kranitz.mihaly@htk.ppke.hu)

Student representatives

¹ 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.

IV. Educational counselling and career counselling

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The [Student Support Center](#) 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, by participating in university sporting events, joining various cultural and scientific self-organizing groups, and joining the Students' Union, which provides interest representation for students. During their stay 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 Chaplaincy.

Email address: hszk@btk.ppke.hu

Career counselling

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 all students who feel lost at the University or simply need some help or guidance in any areas of their lives. The service is free of charge. The career counselling psychologist and the peer coaches work in strict confidence.

Peer counselling

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.

Career orientation and career counselling

Sometimes people don't know 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 weaknesses. This helps clarify not only the direction in which it is worth heading, but counsellors also help plan specific steps, write CVs, and prepare for job interviews.

Contact information

Address: Student Counsel Centre, Danubianum, Room 211

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

Email (peer coaches): 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 practice periods. They also provide support to students in the form of personal counselling.

The Faculty employs a psychologist who students can turn to with their problems.

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 practice periods, 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.

Twice a year, 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: Balázs Formanek (Students' Union); by appointment
- practice periods, student jobs: Attila Jeney (Room 112, Registrar's Office); by appointment
- career counselling: Orsolya Balogh Vargáné (Room 111, Registrar's Office); by appointment
- 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, Registrar's Office

Phone: +36 1 886 4711 (Room 111, Registrar's Office)

Email: itk-alumni@lists.ppke.hu, tanulmanyi.osztaly@itk.ppke.hu, hok@itk.ppke.hu

FACULTY OF LAW AND POLITICAL SCIENCES

The PPCU Faculty of Law and Political Sciences has offered career counselling since 2007. The service is provided by the Career Office run by the Deák Ferenc Institute. 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 in 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 practice periods, 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 practice period 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.

Phone (for issues related to practice periods and job offers): +36 1 429-7224 (Rita Czékus)

Phone (for all other issues): +36 70 522-8572 (András Sergő)

Email: kARRIER@JAK.PPKE.HU

V. 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:

Date Records

The University uses Neptun to store student data including place and date of birth, addresses, phone numbers, email addresses, personal ID number, etc. Law requires both students and the University to keep the data current. All changes to personal data must be reported to the University within eight days. Changes to official documents and names must be certified by presenting the official document certifying such change to the Registrar's Office. Other data can be freely changed on the HWEB (e.g. email addresses, phone numbers). The University forwards student information to the Higher Education Information System (FIR). Of the phone numbers the student provides, the University forwards the most current landline and the default mobile phone number to the FIR; of the email addresses, the University forwards the default email address.

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 8th 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.

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.

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.

VI. 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](#).

VII. Important information for foreign students

Applying to the University

Students wishing to attend the PPCU 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 [Hungarian Immigration and Asylum Office](#). 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 Immigration and Asylum Office no later than 30 days before the expiry of legal residence. Visit the Immigration and Asylum Office [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 500-650.

Cost of accommodation: Euro 250-350, depending on the type of accommodation.

The costs generally spent on meals and travel amount to Euro 250-300.

Useful information

[Faculty of Humanities and Social Sciences](#)

[Faculty of Law and Political Sciences](#)

[Faculty of Information Technology and Bionics](#)

[Studying in Hungary](#)

[Immigration and Asylum Office](#)

Contact information

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

VIII. 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. You can find out more information and updates on the website www.erasmusplusz.hu.

It is important that every outgoing student, teacher, and technical staff member obtain accident and health insurance as well as liability insurance.

Student mobility is realized in the form of studying courses abroad (for a semester or a full academic year, blended mobility) or practice periods. 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 7 partner countries (Kenya, Lebanon, Israel, Jordan, Iraqi Kurdistan, Syria, Armenia). Student mobility is realized in the form of educational mobility; however, there is also an opportunity for teacher and staff mobility.

- *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. 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. 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).

- *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
- Faculty of Law and Political Sciences: erasmus@jak.ppke.hu
- Faculty of Information Technology and Bionics: international.office@itk.ppke.hu
- Faculty of Theology: erasmus@htk.ppke.hu
- Central Department for Foreign Affairs: international.office@ppke.hu

IX. University fees and tuitions

The names of the fees collected by the University	Amount (HUF)	Organizational unit	Comment
Application to the Dean	5,500	PPCU	Neptun
Student card surcharge	3,500	PPCU	Neptun
Fee payable for PhD degrees by self-funding doctoral students and doctoral students with state scholarship without student status	175,000	PPCU	students who started their doctoral programs prior to the 2016/2017 academic year
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	5,000	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	40,000	PPCU	Except for students applying as part of the Stipendium Hungaricum Scholarship or the Scholarship Programme for Christian Young People, and students participating in joint or dual education programs based on interinstitutional agreements.
Use of University printers (HUF/page)	28	PPCU	
Permitted subject cancellation, per course	2,800	PPCU	Neptun
Habilitation administrative fee	as per the regulations	PPCU	
Nostrification exam fee, per subject	22,000	Faculty of Law and Political Sciences	
Application for the recognition of work experience	6,800	PPCU	Neptun
Late fee - late completion of academic affairs	4,800	PPCU	Neptun
Late fee for reimbursement fee/tuition	6,600	PPCU	Neptun
Late fee for late library returns (day/book)	130	PPCU	Neptun
Application fee for credit recognition, per subject*	1,300	PPCU	Neptun
Application fee for credit recognition, per 10 subjects*	13,000	PPCU	Neptun
Application fee for credit recognition, per 20 subjects*	26,000	PPCU	Neptun
Credit certificate (including subject description) in English or Hungarian, starting from the second copy or for former students	5,500	PPCU	Neptun
Issuance of a copied diploma supplement	13,900	PPCU	Neptun

Issuance of registration book extract	13,900	PPCU	Neptun
Issuance of a copy of the degree	6,800	PPCU	Neptun
Postage fee (up to 0.5 kg)	900	PPCU	Neptun
Postage fee (degrees / special deliveries / letters heavier than 0.5 kg)	1,900	PPCU	Neptun
Postage fee (abroad)	6,600	PPCU	Neptun
Certified copy of a document issued by the University (longer than 3 pages)	4,100	PPCU	Neptun
Certified copy of a document issued by the University (3 pages or less)	2,000	PPCU	Neptun
Application for the Rector's decision on equity	21,100	PPCU	Neptun
Modification of the cost payer of invoices	2,600	PPCU	Neptun
Application to the Study Committee	2,900	PPCU	Neptun
Subject registration after the deadline, per subject	2,800	PPCU	Neptun
Subject registration fee from the third registration	6,200	PPCU	Neptun
Nostrification of scientific degrees	0.75 x minimum wage	PPCU	
Exam fee from third registration	4,100	PPCU	Neptun
Exam fee from third registration for comprehensive exams	5,500	PPCU	Neptun
Exam fee from second registration for final examinations	15,400	PPCU	Neptun
Subject registration fee for technical legal language	32,000	Faculty of Law and Political Sciences	Neptun
Fee for the academic dress for the graduation ceremony	5,700	Faculty of Law and Political Sciences	Neptun
Replacement access card	1,000	Faculty of Information Technology and Bionics	Neptun
Licentiate comprehensive exam	100,000	Faculty of Theology	
Recognition of foreign degree	5,000	Faculty of Theology	Neptun

*: 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 PPCU 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](#)

X. A list and information of the students' hostels, dormitories, and colleges for advanced studies recommended for PPCU students

PPCU's own dormitories

Dormitory name	Dormitory address	Phone number	Website
Vitéz János Dormitory	2500 Esztergom, Kossuth L. u. 25.	+36/70/978-7482 kollegium@btk.ppke.hu	http://btk.ppke.hu/en/scholarships/organizing-your-stay#4
Saint Madeleine Sophie Barat Dormitory	1088 Budapest, Múzeum u. 19.	hszk@btk.ppke.hu	http://btk.ppke.hu/en/scholarships/organizing-your-stay#4

Students' hostels and dormitories recommended for PPCU students

Dormitory name	Dormitory address	Phone number	Website
Márton Áron Dormitory and Specialized College	1037 Budapest, Kunigunda útja 35.	+36/30/275-7164	https://www.elte.hu/kollegiumok/martonaron/budapest
Jesuit Dormitory and Specialized College for Roma	1191 Budapest, Hunyadi utca 2- 4.	+36/30/648-3001 +36/1/704-8950	http://jrsz.hu/
Saint Ignatius Jesuit College of Specialized Studies	1085 Budapest, Horánszky u. 18.	+36/1/282-9848	https://www.szentignac.hu/en/
Fenyvesliget Dormitory	1113 Budapest, Kökörcsin u. 7.	+36/1/394-2598	www.fliget.hu
Saint Anna Dormitory	1085 Budapest, Horánszky u. 17.	+36/1/338-4782	http://www.megvaltosnoverek.hu/szent%20anna
"SALESIANUM" Don Bosco Christian Teaching College for Advanced Studies	1032 Budapest, Bécsi út 173.	+36/1/453-2278 +36/20/958-6731	https://salesianum.hu/?page_id=53
Saint Philip Neri Dormitory	1121 Budapest, Zugligeti út 73.	+36/30/920 7763	https://www.chemin-neuf.hu/hol-vagyunk-jelen/kollegium/
Hospitalitas Order of Charity College for Advanced Studies	1023 Budapest, Frankel Leó út 54.	+36/70/978-7482	http://irgalmasrend.hu/

Additional options are available on the Faculty websites:

<http://itk.ppke.hu/en/stay-in-pazmany/organizing-your-stay/pre-arrival/accommodation>

<http://btk.ppke.hu/en/scholarships/organizing-your-stay#13>

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, though its doors are open to students from other PPCU faculties and other higher education institutions as well.

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 PPCU 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) meets expectations, and (c) does not meet expectations.

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

Address: 1088 Budapest, Múzeum u. 19.

Phone: +36/20/319 2487

E-mail address: szakkollegium@btk.ppke.hu

XI. Library services

Pázmány Péter Catholic University (PPCU) 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 HUNTÉKA integrated library system used by the University features a high processing rate and allows for proper orientation and search options in the entirety of PPCU'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, national level or, in some cases, even global level. PPCU 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, PPCU 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 2022/2023 academic year.

Contact information

[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

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

THE LIBRARY OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

The library of the PPCU Faculty of Humanities and Social Sciences is a public university library operated by the Church. 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 in their academic progress 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. In addition to traditional hard-copy documents, emphasis is placed on the acquisition of electronic formats and providing remote access to those. In addition to its own books and periodicals, a number of [online databases](#) are provided along with the traditional library materials.

The library obtains and offers the documents requested for teaching and research programs, in addition to providing methodological and technical assistance in searching for information in technical literature. By performing the data processing activities in connection with the public availability of research results, they support the dissemination in an open-access framework of the publications written at the institution.

The most important current publications are available in printed or electronic format. There is a considerable pool of domestic and international online databases, which provide access to thousands of journals and other source materials via the internet network of the university as well as with remote access.

At the library, students are provided professional assistance in literary research, using the databases, and discovering the quality archives available on the world wide web, and they can learn of the possibilities provided by Hungarian and international library networks. They receive useful tips in the form of personal consultations and other formats on how to find and access the most suitable sources of information and documents.

Library locations and collections

The library operates in two locations in fixed opening hours. A lending library operates in Budapest, the materials of which, on the one hand, support the performance of courses by lending the required literature and, on the other hand, offers the special literature, scientific texts, and sources required by teachers, researchers, and doctoral students for their research projects.

The library in Esztergom specialized in pedagogical sciences helps the education provided by the Vitéz János Teacher Training Center.

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

The rules of use may differ slightly between the various locations. All PPCU students, teachers, and researchers are full members of the library. Third-party visitors can use the basic services.

The theses defended at the Faculty by the end of 2017 are stored in an external warehouse and are temporarily unavailable. Theses are collected in a digital archive since 2018. The library website provides information on the conditions and methods for accessing them.

The MTMT system contains the data of PhD dissertations written at the doctoral school workshops, while the complete texts can be accessed from the repository.

In 2021, the Faculty's library moved from its previous location in Piliscsaba. About three-quarters of the Bibliotheca collection of the former Piliscsaba campus has been temporarily placed in an external warehouse and is not accessible. However, the active parts are available to students and teachers in Budapest and Esztergom. Follow-up work regarding the move is still ongoing. Significant restructuring is underway at both locations, in Budapest and Esztergom.

As a temporary solution, the collections maintained for various research purposes have been transferred to an external institution until the planned Budapest campus is completed and handed over. Accordingly, the storage location of certain important, sought-after collections that are exceptional regarding both their depth and their content is: *Avicenna Institute* (Arabic Studies, Jewish Studies, Eastern Cultures), Piliscsaba; and *Moravcsik Gyula Institute* (Medieval Studies, Classical Philology), Piliscsaba (under planning). The collection materials are accessible according to the conditions and rules of use of the given institution.

The fields of the PPCU Faculty of Humanities and Social Sciences library collections:

philosophy, theology, history, archaeology, art history, literature in Hungarian and foreign languages, linguistic and cultural sciences (mostly English, German, French, Italian, Spanish, Slavistics), sociology, communication, pedagogy.

Institutional collections (Budapest): international studies, politology, sinology (Chinese collection), Eastern languages and cultures, Armenian linguistics, psychology, and archaeology.

Iohanneum (Esztergom): primary school and preschool pedagogy, history of education.

As the library of a higher education institution with great traditions, it also has a valuable pool of retrospective materials.

The data of our online catalogues are being gradually updated in line with the updating of the new locations. The collection name ranges in the catalogue of the available books:

Sophianum... - indicates the collections of the Budapest lending library

VJTK... - indicates the copies available in the Esztergom reading room.

Research support

MTMT: 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). The database can also be used to specify the access points of entire documents, meaning the system provides information on available online scientific sources. If these works are openly accessible (freely available for downloading), the articles, book excerpts, and even entire books can be viewed at the given links. The primary objective of the MTMT is to provide a true picture of Hungarian scientific results by keeping a record of scientific works in various compilations. In addition to regular control activities, the Library supports teachers in transferring data to tendering systems with regular consultations. It provides information on scientific telemetry issues and helps researchers develop a publication strategy.

We regularly organize informational events for doctoral students as well as personal and group consultations upon request.

We support the implementation of open-access publishing, broadening the international visibility of the institution's research output through publications. The information we provide relies on both our own aids and on external sources.

Databases

The library catalogue is freely accessible on the Internet.

Numerous foreign and domestic paid databases are also available, allowing searches to be conducted in millions of journal articles and hundreds of thousands of specialized books, manuals, and dictionaries. Searches can be easily performed 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, the Hungarian Electronic Reference Service (MERSZ), L'Harmattan, Osiris, and St. Stephen Association e-books.

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), Web of Science.

The current complete list of databases, including brief information and access information, is available in Hungarian and English on a separate website.

Business hours

Web: [Opening hours](#)

Library catalogue

The library catalogue is freely accessible on the Internet.

Web: [Catalogue](#)

Databases

Follow the link below to view the entire range of subscribed databases on the PPCU central website:

Web: [Databases](#)

Database of Hungarian Scholarly Works, PPCU Faculty of Humanities and Social Sciences

The bibliography of the works published by Faculty researchers.

Web: PPCU Faculty of Humanities and Social Sciences – [bibliography of institutional publications](#)

Scientific information:

Web: [Scientific information](#)

Contact information

Postal address:

PPCU Faculty of Humanities and Social Sciences Library

H-1088 Budapest, Mikszáth Kálmán tér 1.

Phone: +36/70/682-9081

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

Web: <http://btk.ppke.hu/en/academics/library>

Collections:

Budapest, Sophianum

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

Esztergom, Iohanneum – Library

Address: 2500 Esztergom, Majer István út 1–3.

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 three 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 (<http://catalogus.itk.ppke.hu/>) 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

Renewals can be requested at the above link, by email (bibliotheca@itk.ppke.hu; serf.andras@itk.ppke.hu; sifter.viktoria@itk.ppke.hu) or, during work hours, over the phone (+36 1 886-

4735). The system does not allow overdue books to be renewed until they are returned to the library. If a reader fails to return books after three notices, the Faculty will initiate legal proceedings.

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: 8:30 AM – 5:00 PM

Friday: 8:30 AM – 4:00 PM

Contact information

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

Phone: +36-1188-6435

serf.andras@itk.ppke.hu

sifter.viktoria@itk.ppke.hu

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](#)

LIBRARY OF THE FACULTY OF LAW AND POLITICAL SCIENCES

[The public university library of PPCU's Faculty of Law and Political Sciences](#) can be found on the first floor of the building at Szentkirályi utca 30 (Room 114-119, accessible via Building 28). Its purpose is to obtain and make available the necessary specialized literature for the educational and research work at the Faculty.

Detailed information

The library's collection consists of approximately 58,000 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. The library supports students writing their term papers and theses by granting access to databases and the necessary literature. Borrow yourself a librarian too.

What branches of science are covered in the publications?

Law, with complementary collections extending to 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

Term time:

Monday to Thursday: 8:00 AM - 7:00 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

XII. 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: 4 computer rooms

Room 115 – 20 computers

Room 108 – 21 computers

Room 505 – 9 computers

Room 105-106 – 25 computers

Esztergom, Vitéz János Teacher Training Center, Iohanneum: 1 computer room: 18 computers + a projector.

Computer facilities outside classrooms

Sophianum: 9 terminal computers to access the Faculty of Humanities and Social Sciences website.

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

Esztergom, Vitéz János Dormitory: 4 computers in the community room and 1 laptop with a projector.

Danubianum: 3 info points in the main hall that provide access to the PPCU website and the Neptun system.

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 150 PCs (25 PCs/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, 2 PCs running Linux operating systems are available in the foyer, which provide unlimited internet access.

During the opening hours of the building, 1 PC running a Windows 10 operating system is available in the library, which provide unlimited internet access.

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 PPCU IT Regulations and the effective order of computer lab procedures and house rules.

Printing and photocopying

Officially none at the Faculty. (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: 52 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.

Computer facilities outside classrooms

3 terminal computers to access the PPCU website and Neptun.

Wi-Fi and Internet access

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

Printing and photocopying

Photocopies 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.

XIII. Leisure time activities, sports activities

Pázmány University Chorus

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

We hope that after more than 2 years of hiatus due to the coronavirus, the chorus will be able to recommence its work.

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.

After a long hiatus, we are looking forward to the formation of a real community whose members are joined by their love of singing and music.

This process is helped along by weekly rehearsals and several concerts every semester.

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

Rehearsals are held:

2:30 – 4:00 PM on Wednesdays

PPCU 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 PPCU Faculty of Humanities and Social Sciences

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, organised by the MID teachers and the staff of the Central Office for Foreign Affairs three 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 cuisine, famous sights, music, folk songs, dance, the anthem, festive traditions and crafts. The last occasion took place outside the walls of the university: a trip to the Skanzen of Szentendre, where students could gain an intensive insight into the rich folk treasures of the various Hungarian landscapes exhibited in the huge open-air museum.

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 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 football and volleyball championships and the football cup (Campus Cup) organized by the Students' Union each semester.

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.

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 2022-2023:

- Boldog Özséb Theatrical Company
- [András Kubinyi Historian's Workshop](#)
- [Pázmány Culture Club](#)
- [Pázmány Ostrakon](#)
- Methodology Teaching Association (Oktatársulat)
- Archeology and Historical Hikers Association (Régészeti és Történelmi Természetjáró Szakosztály)

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, self-organizing groups

Animator Community

President: Áron Orosz

Vice President: András Sándor

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, five-day team-building competition in Budapest, including going to the beach, sightseeing, and an enrollment day. Its objective is to transform the various study groups into teams.

Responsible: Zsófia Dobolyi

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: Balázs Szabó

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: Noémi Csilla Kastal

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: Borbála Csomai

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: Réka Kiss

Other self-organizing student groups

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. Twice a year, it also performs at various locations across the country, meeting great success wherever it goes.

Various other student groups on different topics and with different goals tend to form in a self-organizing or coordinated manner.

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).

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

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

Water polo: Teams of 7 compete against each other in the pool. A good water polo player is as strong as a hockey player, shoots and passes as precisely as a basketball or volleyball player, has endurance as outstanding as that of a long-distance swimmer, and has a tactical sense as great as that of a chess player.

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

2022

Squash: 1st place (Andrea Aczél)

Judo: 2nd place (Viktória Paár)

2021

Athletics: 5th place in women's 100 m (Csenge Göblyös)

Aerobics: 2nd place (Zsófia Simon)

Water polo: 10th place

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

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

Judo: 1st place in men's 60 kg (Csanád Feczko)

Judo: 3rd place in men's 90 kg (Attila Pryma)

Judo: 3rd place in women's 57 kg (Petra Parti)

Wrestling: 2nd place in women's 57 kg (Adrienn Béres)

Wrestling: 1st place in men's 60 kg (Csanád Feczkó)

2019

3rd place in the 2nd Legal Cup

2018

2nd place in the Budapest University Futsal Championships

13th place in épée

2017

1st place in the 1st Legal Cup

5th place in the Summer Universiade open water swimming

3rd and 7th places in the Swimming Championship

2nd place at the MEFS Water Polo Championship

5th place in futsal at the 2017 Carpathian Basin Universities' Cup (KEK)

5th place in women's volleyball at Universitas

2nd place in Basketball AKE Men's B League

4th place in mixed volleyball at Universitas

10th place in foil (Dominika Honti Kiss)

2nd place in épée (Dominika Honti Kiss)

11th place in sabre (Dominika Honti Kiss)

6th place in dragon boating

2016

3rd place at the MEFS Water Polo Championship

1st place in volleyball at the Sport Pont Mix, class II

2nd place in Basketball AKE Men's C League

7th place in dragon boating

Tennis: 2nd place in women's solo

Athletics: 7th place in women's discus throwing; 4th place in women's 4 kg hammer throwing

Table tennis: 1st place, 4th place

Chess: 1st place

Basketball: women's 1st place, women's 2nd place, women's 3rd place; men's 1st place, men's 2nd place, men's 3rd place

Badminton: 6th place

Swimming: 2nd place in 50 m women's fast; 4th place in 50 m women's back

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, Szentkirályi u. 26 Building "C", floor III. Office 334

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

Email: 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 organizational units at the [Office for Research and International Relations](#) (KSZKI), which presumes close cooperation. The tutor organization is led by a Head Tutor and a 5-person management team, who collect and coordinate the work of the tutor network, the different programs, and tasks.

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 a variety of programs, from sight-seeing to quiz nights, spread out over 4 days to help arriving students become a community. Another important program is the intercultural dinner where each nation prepares its own traditional meals (and tutors present the Hungarian kitchen) and then hold tastings to vote for the nation with the best dishes. Each semester, a trip is also organized abroad (e.g. Krakow, Ljubljana), which also has a strong influence on helping students form a community. The semester is closed with a farewell dinner and an evaluation of the time spent together. Close friendships are made each year and students end up forming a close-knit group, which includes tutors. A splendid time is guaranteed for all.

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 PPCU 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
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 by email when starting their first academic year or during the year. 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, visit the [website](#) or write to us at pazmanyutorok@gmail.com.

XIV. Information on the conditions of studies provided Hungarian state scholarships

The conditions of studies supported by Hungarian state scholarships and the activities of the Educational Authority regarding the monitoring of compliance with the conditions are available on the Educational Authority [website](#).

XV. Student loan administration

Information regarding [student loans](#) (DH1) are available on the University [website](#) under the “For our Students” (“Hallgatóink”) and “[Student Loan](#)” (“Diákhitel”) menu points.

Information regarding student loans are available on the following [website](#).

XVI. Student card administration

Current information regarding student card administration is available on the University [website](#) under the “[For our Students](#)” / “[Regulations and Information on Studies](#)” menu point.

XVII. 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 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 its 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:
 - 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

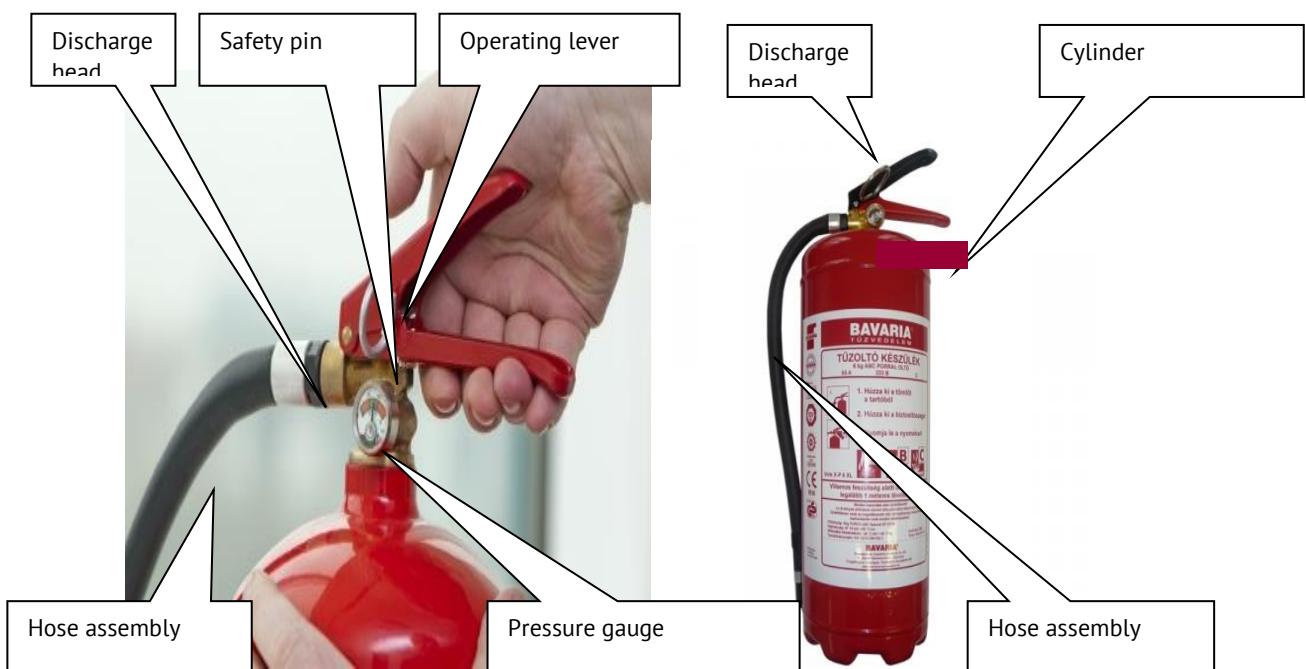


Figure 1 The parts of a powder extinguisher

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).

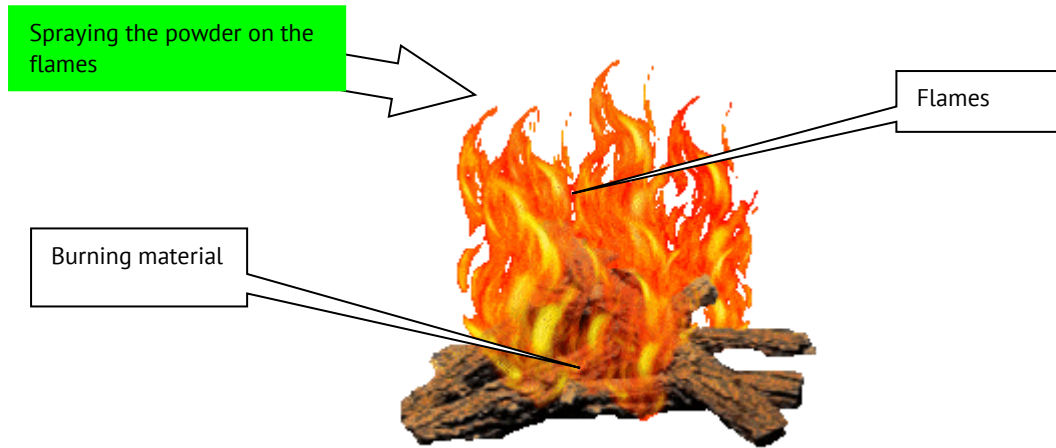


Figure 4 Aim the powder at the flames using a top to bottom sweeping motion

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

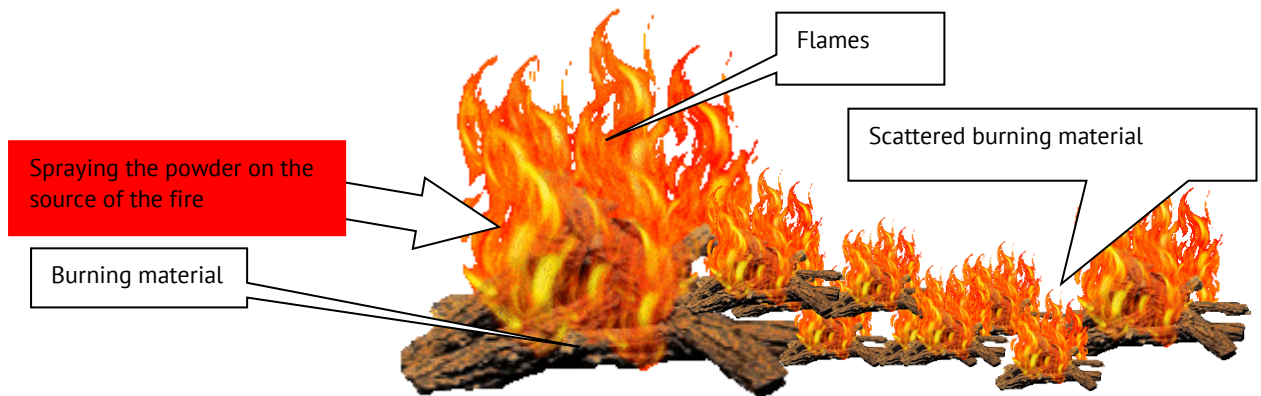


Figure 5 The fire spreads when the powder is sprayed on the source of the fire

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.

XVIII. 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 new born child, or caused permanent injury that prevents an independent life-style,
- 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 1000 V, 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

Prepared by: **István Albert**

Occupational Safety Administrator

License number: 2009/PTA 101915

Registry number: 11-0019-04

XIX. Student requirements and rules

The current texts of these regulations are available under the “[For our Students](#)” / “[Regulations and Information on Studies](#)” menu point on the University [website](#).