



PÁZMÁNY PÉTER  
KATOLIKUS EGYETEM

## EDUCATIONAL INFORMATION

GENERAL INFORMATION

2020/2021 ACADEMIC YEAR

## Table of Contents

<b>I. University Information</b>	<b>4</b>
<b>II. The schedule for the academic year, educational periods, and significant dates</b>	<b>6</b>
<b>III. Equal opportunities</b>	<b>7</b>
<b>IV. Educational counselling and career counselling</b>	<b>8</b>
<b>V. Neptun</b>	<b>11</b>
<b>VI. The enrollment and registration procedure</b>	<b>12</b>
<b>VII. Important information for foreign students</b>	<b>13</b>
<b>VIII. Foreign scholarships</b>	<b>15</b>
<b>IX. University fees and tuitions</b>	<b>17</b>
<b>X. A list and information of the students' hostels and dormitories recommended for PPCU students</b>	<b>19</b>
<b>XI. Library services</b>	<b>20</b>
<b>XII. Computer services</b>	<b>27</b>
<b>XIII. Leisure time activities, sports activities</b>	<b>30</b>
<b>XIV. Information on the conditions of studies provided Hungarian state scholarships</b>	<b>35</b>
<b>XV. Student Loan administration</b>	<b>36</b>
<b>XVI. Student card administration</b>	<b>37</b>
<b>XVII. Fire and Occupational Safety Information</b>	<b>38</b>
<b>XVIII. Student requirements and rules</b>	<b>42</b>

Dear Students,

It brings me great joy to welcome you on occasion of the 2020/201 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 makes 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  
Deputy Rector for Education

## 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. Mihály Kránitz (until August 31, 2020)  
Rev. Mons. Dr. Attila Puskás (from September 1, 2020)  
Address: H-1053 Budapest, Veres Pálné u. 24.  
Phone: +36 1 484-3030  
Fax: +36 1 484-3051  
Email: [dekani.hivatal@htk.ppke.hu](mailto:dekani.hivatal@htk.ppke.hu)  
Internet: <https://htk.ppke.hu>

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

Dean: HUF. Dr. György Fodor  
Address: H-2087 Piliscsaba, Egyetem u. 1.  
Phone: +36 26 577-000  
Fax: +36 26 374-570  
Email: [info@btk.ppke.hu](mailto:info@btk.ppke.hu)  
Internet: <https://btk.ppke.hu/en>

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

Addresses: H-1088 Budapest, Mikszáth Kálmán tér 1. (Sophianum)  
1085 Budapest, Horánszky utca 20.  
1111 Budapest, Bertalan Lajos u. 2. (Budapest University of Technology and Economics (BME), Building "Z")  
Phone: +36 1 235-3030  
Email: [sophianum@btk.ppke.hu](mailto:sophianum@btk.ppke.hu)  
Internet: <https://btk.ppke.hu/en/about/campuses/budapest-sophianum>

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

Address: 2500 Esztergom, Majer István út 1–3. (Iohanneum)  
Phone: +36 33 413-699  
Fax: +36 33 413-493  
Email: [esztergom@btk.ppke.hu](mailto:esztergom@btk.ppke.hu)  
Internet: <https://btk.ppke.hu/en/about/campuses/esztergom>

**FACULTY OF LAW AND POLITICAL SCIENCES**

Dean: Dr. István Szabó

Address: H-1088 Budapest, Szentkirályi u. 28–30.

Phone: +36 1 429-7200

Fax: +36 1 429-7201

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

Internet: <http://jak.ppke.hu/en>

**FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

Dean: Dr. Kristóf Iván

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

Phone: +36 1 886-4700

Fax: +36 1 886-4724

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

Internet: <http://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](mailto: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 1<sup>st</sup> semester of the 2020/2021 academic year

Period description	Dates
Veni Sancte	10:00 AM, September 6, 2020
Term time	Monday, August 31, 2020 – Saturday, December 12, 2020
The first school day for full-time students	Monday, September 7, 2020
Classes for correspondence students	according to class schedule
Holidays for full-time students	Friday, October 23, 2020 Saturday, October 24, 2020 – Friday, October 30, 2020 (fall break) Monday, November 2, 2020 (Rector's holiday) December 8, 2020 (Rector's holiday)
Pázmány Day	Wednesday, October 14, 2020
Exam period (regular + CV [exam only])	Monday, December 14, 2020 – Saturday, January 30, 2021
Preliminary exam period (Faculty of Theology, Faculty of Law and Political Sciences)	Monday, December 7, 2020 – Saturday, December 12, 2020
Preliminary exam period (Faculty of Information Technology and Bionics)	Monday, December 7, 2020 – Friday, December 11, 2020

### Schedule for the 2<sup>nd</sup> semester of the 2020/2021 academic year

Period description	Dates
Term time	Monday, February 1, 2021 – Saturday, May 15, 2021
The first school day for full-time students	Monday, February 8, 2021
Classes for correspondence students	according to class schedule
Holidays for full-time students	Monday, March 29, 2021 – Friday, April 9, 2021 (Easter holiday)
Exam period (regular + CV [exam only])	Monday, May 17, 2021 – Saturday, June 26, 2021

### 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 Act<sup>1</sup>, 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.

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

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

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

Student representatives: András Sándor (Faculty of Information Technology), Tamás Szalai (Faculty of Theology)

---

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

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

## IV. Educational counselling and career counselling

### FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Career counselling, available since 2002, helps maintain and, if necessary, restore mental hygiene and health.

The Life Skills Consultancy Center provides a psychologist and a number of peer coaches who offer individual psychological counselling to the Faculty's students. The Centre's associates 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. Both the psychologist and the peer coaches work in strict confidence.

#### ***Psychological counselling***

Professional psychologists are available to provide support in solving personal problems, issues related to education, career choices, family or relationships, and other life management difficulties. The counselling provides students with an opportunity to talk in confidence about different issues in a friendly, open environment that offers personalized assistance and possible solutions.

#### ***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, Sophianum, Room 313

Email (psychologist): [molnar.anett@btk.ppke.hu](mailto:molnar.anett@btk.ppke.hu)

Email (peer coaches): [kortarstanacsado@gmail.com](mailto:kortarstanacsado@gmail.com)

Internet: <https://btk.ppke.hu/en/international-office/mentor-service> and  
<https://www.facebook.com/ppkekortarssegitok/>

### 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. The <http://itk.ppke.hu/en> website provides information on the Students' Union'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 persons. 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 provides companies with an opportunity to directly contact students and offer them positions for the practice periods.

The Registrar's Office and the Student's 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**

- alumni and professional opportunities: Mihály Galambos (Students' Union); according to the notice issued by the Students' Union
- practice periods, student jobs: Attila Jeney (Room 112, Registrar's Office); Monday, Tuesday, Thursday 9:00 AM – 12:15 PM
- career counselling: Orsolya Balogh Vargáné (Room 111, Registrar's Office); by appointment
- grants and scholarships: Orsolya Balogh Vargáné (Room 111, Registrar's Office); Monday, Tuesday, Thursday 9:00 AM – 12:15 PM
- organizing annual alumni meetings: Szandra Iván (Dean's Office)

### **Contact Information**

Location: The Students' Union office and Orsolya Balogh Vargáné (Room 111, Registrar's Office)

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

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

## **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.

**Office 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](mailto:kARRIER@JAK.PPKE.HU)

Internet: [www.facebook.com/ppkejak.kARRIER](https://www.facebook.com/ppkejak.kARRIER)

## 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 issues via the Neptun system. The system also sends automated messages on changes to certain studies-related data (such as logging grades, changes in exam dates). According to the Education and Exam Policy, students are obligated to check all Neptun messages. The University considers any information published in this manner to have been communicated on the 8<sup>th</sup> day following the date of sending.

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

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

### ***Tracking educational achievements***

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

### ***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.

### ***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 at the following link:

[https://ppke.hu/uploads/articles/1491938/file/Fontos\\_informaciok\\_a\\_beiratkozasrol\\_EN.pdf](https://ppke.hu/uploads/articles/1491938/file/Fontos_informaciok_a_beiratkozasrol_EN.pdf)

## 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 Program, the Scholarship Program 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 (<https://tka.hu/english>) for information on programs, the documents required for application, and deadlines.

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

All foreign students arriving to 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 (<http://www.bmbah.hu/jomla/index.php?lang=en>). 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. See the Immigration and Asylum Office website for more information:

[http://www.bmbah.hu/jomla/index.php?option=com\\_k2&view=item&layout=item&id=70&Itemid=824&lang=en#](http://www.bmbah.hu/jomla/index.php?option=com_k2&view=item&layout=item&id=70&Itemid=824&lang=en#)

[http://www.bmbah.hu/jomla/index.php?option=com\\_k2&view=item&layout=item&id=55&Itemid=809&lang=en](http://www.bmbah.hu/jomla/index.php?option=com_k2&view=item&layout=item&id=55&Itemid=809&lang=en)

### ***Health insurance***

The National Health Insurance Fund of Hungary website contains current information on the healthcare provided to foreign citizens in Hungary:

[http://www.oep.hu/felso\\_menu/lakossagnak/english\\_deutsch\\_francais/health\\_care\\_services](http://www.oep.hu/felso_menu/lakossagnak/english_deutsch_francais/health_care_services)

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***

<https://btk.ppke.hu/en/about> (Faculty of Humanities and Social Sciences)

<https://jak.ppke.hu/kszki/en> (Faculty of Law and Political Sciences)

<https://itk.ppke.hu/en> (Faculty of Information Technology and Bionics)

<http://studyinhungary.hu/> (Studying in Hungary)

<http://www.bmbah.hu/jomla/index.php?lang=en> (Immigration and Asylum Office)

### ***Contact Information***

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

Student mobility is realized in the form of studying courses abroad (for a semester or a full academic year) and 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 (Jordan, Lebanon, Armenia, Syria, Israel, Vietnam, and Indonesia). 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*). In addition, PPCU is the leading coordinator of a network focusing on History. 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 school year (in the fall and spring semesters). About 25 of our University students travel each year to our partners.

- *Makovecz scholarship*

The Makovecz Student Scholarship Program offers full time bachelor, master, 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.

- *Joint educational programs*

Name of the Hungarian-language program	Name of the foreign-language program	Program language	Partner institutions	The purpose of the agreement
French Language and Literature Master Program	Littératures, discours francophonies	French	Université Paris-Est-Créteil Val de Marne	dual education program with a double degree
French Language and Literature Master Program	Littératures et cultures francophones	French	Institut Catholique d'Études Supérieures	dual education program with a double degree
International Studies Master Program	Governance, Leadership and Democracy Studies	English	Universidade Católica Portuguesa	dual education program with a double degree
International Studies Master Program	Master sciences politiques spécialité relations internationales et pratiques culturelles	English	Institut Catholique d'Études Supérieures	dual education program with a double degree

Computer Science Engineering Master Program	Ingegneria informatica	English	Politecnico di Torino Faculty of Ingegneria dell'Informazione	dual education program with a double degree
Computer Science Engineering Master Program	Image Processing and Computer Vision (IPCV)	English	University of Bordeaux	joint educational program with a multiple degree
			Universidad Autónoma de Madrid	
History Master Program	Master's degree in Pedagogy (with special reference to teaching History)	English	Khachatur Abovian Armenian State Pedagogical University	dual education program with a double degree

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

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



**IX. University fees and tuitions**

The names of the fees collected by the University	Amount (HUF)	Organizational unit
Application to the Dean	4,200	PPCU
Student card surcharge	3,500	PPCU
Fee payable for PhD degrees by self-funding doctoral students and doctoral students with state scholarship without student status	160,000	PPCU
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, and doctoral studies, as well as postgraduate specialist training, in a foreign language	30,000	PPCU
Use of University printers (HUF/page)	20	PPCU
Permitted subject cancellation, per course	2,100	PPCU
Habilitation administrative fee	as per the regulations	PPCU
Nostrification exam fee, per subject	20,300	Faculty of Law and Political Sciences
Application for the recognition of work experience	5,200	PPCU
Late fee	3,700	PPCU
Late fee for reimbursement fee/tuition	5,000	PPCU
Late fee for late library returns (day/book)	100	PPCU
Application fee for credit recognition, per subject*	1,000	PPCU
Application fee for credit recognition, per 10 subjects*	10,000	PPCU
Application fee for credit recognition, per 20 subjects*	20,000	PPCU
Credit certificate (including subject description) in English or Hungarian, starting from the second copy or for former students	4,200	PPCU
Issuance of a copied appendix to the degree	10,500	PPCU
Issuance of registration book extract	10,500	PPCU
Issuance of a copy of the degree	5,200	PPCU
Postage fee (up to 0.5 kg)	700	PPCU
Postage fee (degrees / special deliveries / letters heavier than 0.5 kg)	1400	PPCU
Postage fee (abroad)	5,000	PPCU
Certified copy of a document issued by the University (longer than 3 pages)	3,100	PPCU
Certified copy of a document issued by the University (3 pages or less)	1,500	PPCU
Application for the Rector's decision on equity	16,000	PPCU
Modification of the cost payer of invoices	2,000	PPCU
Application to the Study Committee	2,200	PPCU
Subject registration after the deadline, per subject	2,100	PPCU

Subject registration fee from the third registration	4,700	PPCU
Nostrification of scientific degrees	0.75 x minimum wage	PPCU
Exam fee from third registration	3,100	PPCU
Exam fee from third registration for comprehensive exams	4,200	PPCU
Exam fee from second registration for final examinations	11,700	PPCU
Subject registration fee for technical legal language	30,000	Faculty of Law and Political Sciences
Fee for the academic dress for the graduation ceremony	5,700	Faculty of Law and Political Sciences
Replacement access card	1,000	Faculty of Information Technology and Bionics
Licentiate comprehensive exam	100,000	Faculty of Theology
Recognition of foreign degree	5,000	Faculty of Theology

\*: 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.

#### **Tuition fees for the 2020/2021 academic year**

The amounts of tuition for programs other than the baccalaureate, master, and single-cycle programs (postgraduate specialist trainings, doctoral programs, etc.) are available at the following link:

<https://ppke.hu/en/for-our-students/regulations-and-information-on-studies>

**X. A list and information of the students' hostels and dormitories recommended for PPCU students**

<b>Dormitory name</b>	<b>Higher Education Institution / Operator</b>	<b>Address</b>	<b>Phone number</b>	<b>Website</b>
Vitéz János Dormitory	PPCU's own dormitory	2500 Esztergom, Kossuth L. u. 25.	+36-70-978-7482	<a href="https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/esztergom-iohanneum/vitez-janos-kollegium">https://btk.ppke.hu/karunkrol/kepzesi-helyszineink/esztergom-iohanneum/vitez-janos-kollegium</a>
Márton Áron Dormitory and Specialized College	Loránd Eötvös University	1037 Budapest, Kunigunda útja 35.	+36-30-275-7164	<a href="https://www.elte.hu/kollegiumok/martonaron/budapest">https://www.elte.hu/kollegiumok/martonaron/budapest</a>
Saint Peter Dormitory	Society of Congregation Nuns	2081 Piliscsaba, Mátyás király u. 38.	+36 30 205-9321	<a href="https://szent-peter-kollegium.hu/">https://szent-peter-kollegium.hu/</a>
Saint Vincent Dormitory and Specialized College	Mission Society (Congregation of the Mission)	2081 Piliscsaba, Templom tér 14.	+36 26 375-083	<a href="http://sztvince.hu/wp/">http://sztvince.hu/wp/</a>
Jesuit Dormitory and Specialized College for Roma	The Hungarian province of the Society of Jesus	1191 Budapest, Hunyadi utca 2- 4.	+36-30-648-3001	<a href="http://jrsz.hu/">http://jrsz.hu/</a>
Saint Ignatius Jesuit College of Specialized Studies	Society of Jesus Foundation	1085 Budapest, Horánszky u. 18.	+36-1-282-9848	<a href="https://www.szentignac.hu/">https://www.szentignac.hu/</a>
Fenyvesliget Dormitory	Cultural and Educational Society of Budapest	1113 Budapest, Kökörcsin u. 7.	+36-1-394-2598	<a href="http://www.fliget.hu">www.fliget.hu</a>
Saint Anna Dormitory	Sororum a Divino Redemptore Monastic Order	1085 Budapest, Horánszky u. 17.	+36-1-338-4782	<a href="http://www.megvaltosnoverek.hu/szent%20anna">http://www.megvaltosnoverek.hu/szent%20anna</a>
"SALESIANUM" Don Bosco Christian Teaching Specialized College	Salesian Institution Operator	1032 Budapest, Bécsi út 173.	+36-20-958-6731	<a href="http://www.szaleziak.hu/_static/szalezi_iskola.php?id=20&amp;code=20">http://www.szaleziak.hu/_static/szalezi_iskola.php?id=20&amp;code=20</a>

## **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 HUNTEKA integrated library system used by the University features a high processing rate and allows for proper orientation and search options in the entirety of 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 and national level or, in some cases, even globally. 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 interinstitutional 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 2020/2021 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.

**Office hours**

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

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

**Contact Information**

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

Phone: +36 1 484-3053

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

Internet: [www.htk.ppke.hu/konyvtar](http://www.htk.ppke.hu/konyvtar)

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 with the purpose of supporting the research work performed at the Faculty and providing a background of high quality scientific literature. In addition to traditional collections, it also provides access to a number of subscription-based electronic content providers and plays other roles in supporting research. In accordance with the Faculty's majors, the scope of the collection extends to the humanities and social sciences.

The majority of the library material can be queried with the use of the online catalogue. Current information on library use and borrowing is available on the website. The traditional collection contains about 300,000 volumes. The most important current publications are received 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 University Internet network as well as with remote access.

**Library locations and collections**

The central library is housed in the Bibliotheca building of the Piliscsaba campus. A specialized teaching library and a collection of antique English books in Esztergom helps students at the Vitéz János Teacher Training Center. Offsite collections are located at the campuses in Budapest.

**The main fields of specialization**

*Bibliotheca (Piliscsaba)*: philosophy, theology, classical philology, history, archaeology, art history, literature in Hungarian and foreign languages, linguistics (mostly English, German, French, Italian, Spanish, Slavistics, Hebrew), sociology, communication, pedagogy, collection of old books.

*Sophianum and Building Z (Budapest)*: international studies, politology, sinology (Chinese collection), Eastern languages and cultures, history, sociology, psychology, archaeology, and literary, linguistic, and

cultural sciences . The offsite collections at institutions/departments are available to students without limitations.

*Iohanneum (Esztergom):* history, primary school and preschool pedagogy, history of education. As a long-operating higher education institution, the library also has a valuable pool of retrospective materials.

### **Databases**

The library catalogue is freely accessible on the Internet. By way of a number of foreign and domestic paid databases, millions of journal articles and thousands of specialized books, manuals, and dictionaries are available. A new generation search engine helps search for electronic sources.

Follow the link below to view the entire range of available databases:

<https://ppke.hu/en/research/databases>

With the help of faculty libraries, the scientific publication activities of the Faculty's teachers are recorded in the bibliographic and scientific telemetry system of the *Database of Hungarian Scholarly Works (MTMT)*. The database also records the accessibility of entire documents: if the work is freely accessible and can be freely downloaded, the articles, book excerpts, and even entire books can be viewed at the given links. The primary objective of MTMT is to provide a true picture of Hungarian scientific results by keeping a record of scientific works in various compilations.

### **Library use and hours**

The library locations at the various campuses operate under different conditions, so the rules are different for each. All PPCU students, teachers, and researchers can be full members of the library. Registered third-party visitors can only use the basic services (and are not authorized to borrow).

The transfer of books and copies of articles from other libraries may be requested, primarily by the Faculty's teachers, researchers, and students involved in scientific activities (students writing their theses, dissertations, OTDK [National Conference for Student Researchers] papers). Students require the approval of their supervisors for the transfer of library items from domestic libraries. For foreign borrowing, confirmation of the availability of the necessary funds is also required.

Requests for borrowing and other library services can be submitted via email as well. Specialized librarians work at the Piliscsaba Campus and in Esztergom. Questions requiring specialized library personnel should be directed to these staff. Registered readers can activate their personal profiles via the online catalogue interface by following the instructions published on the website. They can then manage renewals independently on the online surface.

The MTMT system contains the data of PhD dissertations written at the Faculty, while the complete texts can be accessed from the repository. The theses defended at the Faculty by the end of 2017 are available for reading from the library storage room at the location where they are kept; theses defended from 2018 onwards can be viewed from an electronic archive.

The library website also contains the detailed library rules, the opening hours of the various locations, the contact details of the reference desk librarians, the list of the currently subscribed databases, and other current information.

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

### **Contact Information**

#### *Piliscsaba, Bibliotheca*

Address: H-2087 Piliscsaba, Egyetem u. 1.

Phone: +36 26/577-000 extension 2800

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

#### *Esztergom, Iohanneum – Library*

Address: H-2500, Esztergom, Majer István u. 1-3.

Phone: +36 33 413-699/extension 112

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

#### *Budapest*

Sophianum, 1088 Budapest, Mikszáth Kálmán tér 1.

Building Z, 1111 Budapest, Bertalan Lajos u. 2.

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

### **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 in 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 five thousand volumes (technical literature, textbooks, theses, and dissertations). Non-borrowable brain models, dedicated e-readers, and 3D anatomy atlases complete the collection.

#### **Library services**

- use of library items onsite (32 reading sites)
- borrowing
- internet use (WiFi + a PC available for on-site use)
- scanning (for students as well)
- the use 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 such information or transfer such 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/search>) 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 ([serf.andras@itk.ppke.hu](mailto:serf.andras@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 *HUF 100/volume/day* 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 members with any outstanding borrowings or debts may not borrow or renew books (until all debts are paid).

### ***Library wiki***

The most important information, advertisements, and contact information pertaining to the Library are available on the Faculty of Information Technology and Bionics [wiki site](#).

### ***Office hours***

Mondays: 8:00 AM – 4:00 PM  
Tuesday: 8:00 AM – 5:00 PM  
Wednesday: 8:00 AM – 4:00 PM  
Thursday: 9:00 AM – 5:00 PM  
Friday: 9:00 AM – 4:00 PM

### ***Contact Information***

1083 Budapest, Práter u. 50/A, Room 203  
Phone: +36-1188-6435  
[serf.andras@itk.ppke.hu](mailto:serf.andras@itk.ppke.hu)  
[bibliotheca@itk.ppke.hu](mailto:bibliotheca@itk.ppke.hu)  
<http://catalogus.itk.ppke.hu/> (online library catalogue)

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

Details: <https://ppke.hu/en/research/databases>



*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.

<https://akademai.com/>

Dictionaries of Akadémiai Kiadó

<https://www.szotar.net/info/>

#### **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 53,000 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.

***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 Beck Online (see details on the University website: <https://ppke.hu/en/research/databases> and on the Library's website: <http://jak.ppke.hu/ppke-jak-kari-konyvtar/en>

***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 at: <http://jak.ppke.hu/ppke-jak-kari-konyvtar/en>

***Business hours***

Term time:

Mondays: 8:00 AM – 5:00 PM

Tuesdays and Thursdays: 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](mailto:konyvtar@jak.ppke.hu)

Internet: <http://jak.ppke.hu/ppke-jak-kari-konyvtar/en>

## **XII. Computer 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***

The student association offers a possibility for students to print documents. Scans can be made and saved to USB devices in 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***

Piliscsaba: computer room: 13 computers, projector,

Sophianum: language lab: 27 computers, with access provided under supervision when the room is free and not used for classes.

Sophianum: Cati lab: 16 computers.

Horánszky utca: 1 computer room: 22 computers

Budapest University of Technology and Economics Building Z: 2 computer rooms, one with 20 and one with 8 computers

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

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

Piliscsaba: 20 reading room computers in the library running Linux Mint operating systems. A possibility to read theses online.

3 computers in the hallway.

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.

Budapest University of Technology and Economics Building Z: 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.

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

Piliscsaba: Library membership, freely accessible computers in the corridors.

***Printing and photocopying***

Piliscsaba: Currently none.

Sophianum, Budapest University of Technology and Economics Building Z: Currently none.

***Technical software for individual majors***

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

**FACULTY OF INFORMATION TECHNOLOGY AND BIONICS**

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

There are six computer rooms with 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 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 persons, 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
- Small IT lab: 21 computers, projector,
- Large public IT lab: 52 computers
- Student computers in the library: 12 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***

4 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 and certain areas of building 26.

***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, which consists of two groups: the Teacher's Division and the Junior Division.

The Teacher's Division is also open to younger people. Three concerts are held every semester, which often include special programs.

Rehearsals are held: 5:00 – 7:00 PM on Thursdays, PPCU Faculty of Theology (1053 Budapest, Veres Pálné utca 24.) Ground Floor, Room 020 (wheelchair accessible)

The Junior Division provides Pázmány students with an opportunity to sing in a chorus, even integrated into their schedule, i.e. chorus can be chosen as an elective subject. Its purpose is to create a community where the members are joined by their love of singing, among others. This process is helped along by weekly rehearsals, several concerts every semester, chorus camps, and trips.

Rehearsals are held:

4:00 – 5:45 PM on Wednesdays

PPCU Faculty of Theology (1053 Budapest, Veres Pálné utca 24.) 4<sup>th</sup> floor, door 402 (wheelchair accessible)

The chorus is led by the PPCU's ecclesiastical teachers: János Bali, Péter Mészáros

The Junior Division is headed by Péter Mészáros with Andrea Ney filling the role of assistant chorus-master

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

#### ***Sports***

Although the Faculty no longer offers organized sports activities, many opportunities are still available to those who wish to exercise. Discounts to a number of gyms, exercise centers, swimming pools, and other sports facilities are provided to students at all campuses. The discounts are available with student cards.

Additionally, students may participate in weekly football championships and the football cup (Campus Cup) organized by the Students' Union each semester. Various sports teams as well as the Pázmány team participating in the Danube Regatta - the sports festival of the year- also await all those who wish to exercise.

The Piliscsaba Campus offers a gym that is free of charge for students, a concrete football and basketball field on the Campus, and the nearby [FÉBÉ Swimming Pool](#) (József Attila u. 7-9) provides opportunities for using the sauna and swimming.

Students are free to contact the Sport and Culture Committee of the Students' Union with any sports-related questions. One of the Committee's responsibilities is the organization of sports, and they are happy to answer any questions. The Committee can be contacted at the following email address:

[hokultbiz@gmail.com](mailto:hokultbiz@gmail.com)

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

The Faculty offers the following leisure activities:

- [Boldog Özséb Theatrical Company](#)
- [András Kubinyi Historian's Workshop](#)
- [Pázmány Culture club](#)
- [Pázmány Ostrakon](#)
- [SzóSzerint Christian Students' Club](#)
- [SODALITAS talent scout program](#)

Detailed information is available on our website:

<https://btk.ppke.hu/en/international-office/mentor-service>

**PszichHétfő (PsychologyMonday)**

The PszichHétfő program series is a type of student research group consisting of a series of lectures that introduces students to the exciting world of psychology. The events are held every Monday night during term time and are open to all university students.

**KorTársas (Contemporary Board Gaming)**

The peer coaches at the Life Skills Consultancy Centre provide a possibility to participate in *Dixit and Identity* board game nights, which provides a possibility to form new friendships and make new acquaintances. The game also helps develop communication skills, emotional intelligence, self-knowledge, and self-confidence.

## **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 in outings and hikes.

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

Animator Community

*President: Tamás Rudner*

*Vice President: Norbert Fabó*

The Animator Community was 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 in 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.

*Responsible: Viktória Szirt*

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.

*Responsible: Katalin Hortobágyi*

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: Péter Szulovszky*

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 occasions and one weekend.

*Responsible: Áron Orosz*

During the year, we also organize 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: Viktória Szirt*

### ***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.

#### *Bionic Club*

The Bionic Club was founded by students as part of the curriculum, with the support of Dr. Miklós Gyöngy. It was organized on a biweekly basis. The Club aimed to share employment opportunities with students, both in the research and the industrial sector, to provide aid in important decisions concerning their future, and to provide them with a transparent map of relations. The occasions were 60-90 minutes long and had an informal tone, with each taking opportunities and useful information related to different fields of interest into account. Moreover, the organizers always shared an account of visits to companies at each Club event, providing a presentation of the company and the opportunities it offered. Topics: Bionic interfaces and robotics; Image and signal processing; Bioanalytics, microfluidics, bioinformatics; From idea to product: university, industry, start-up; Alumni experiences

#### *Christian Students' Club*

We are the Pázmány Faculty of Information Technology and Bionics Christian Students' Club. Join us once a week for interesting conversations about God and faith.

The Students' Club is primarily an inter-denominational forum that allows everyone to build their faith and learn from each other and the Bible. During the course of the academic year, we meet regularly to talk, sing, pray, and have fun. We often invite lecturers: pastor and priests, physicists and biologists, Hungarians and foreigners, teachers and students. We would be happy to see you whether you are Catholic or Protestant, Christian or non-Christian, if you come regularly or just once, and if you participate actively in the conversation or just sit quietly. We would be happy to see you!

Don't hesitate to contact us with any questions!

<https://www.facebook.com/groups/186704488620839/>

#### *Film Club*

Students also organized a Film Club, which meets every couple of weeks. They meet in one of the large lecture halls in the evenings to watch old and contemporary films from a variety of genres and discuss the message of the film at the end of the screening.

## **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 provides for the understanding and appreciation of sports (basketball, football, handball, volleyball, water polo). We participate in both University and College Championships.

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

Every year, the futsal team participates in the Budapest University 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 runner, 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:*

3rd place in the 2nd Legal Cup, 2019

2nd place in the Budapest University Futsal Championships, 2018

13th place in épée, 2018

1st place in the 1st Legal Cup, 2017

5th place in the Summer Universiade open water swimming, 2017

3rd and 7th places in the Swimming Championship, 2017.

2nd place at the MEFS Water Polo Championship 2017

3rd place at the MEFS Water Polo Championship 2016

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

5th place in women's volleyball at Universitas 2017

4th place in mixed volleyball at Universitas 2017

1st place in volleyball at the 2016 Sport Pont Mix, class II

2nd place in Basketball AKE Men's B League, 2017

2nd place in Basketball AKE Men's C League, 2016

2nd place in épée (Dominika Honti Kiss), 2017

10th place in foil (Dominika Honti Kiss), 2017

11th place in sabre (Dominika Honti Kiss), 2017

6th place in dragon boating, 2017

7th place in dragon boating, 2016

Tennis: 2nd place in women's solo

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

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

Internet: <https://jak.ppke.hu/en/for-students/activities-organised-by-students>

***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 Research Organization and Foreign Office (KSZKI), which presumes close cooperation. The tutor organization is led by two Head Tutors, who collect and coordinate the work of the tutor network and 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 Research Organization and Foreign Office, 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 show off 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 Research Organization and Foreign Office. 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](mailto:erasmus@jak.ppke.hu)

<http://jak.ppke.hu/kszki/en>

#### **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:

[https://www.oktatas.hu/pub\\_bin/dload/felsooktatas/hosz/hungarian-state-grant-onepager\\_200529.pdf](https://www.oktatas.hu/pub_bin/dload/felsooktatas/hosz/hungarian-state-grant-onepager_200529.pdf)

## **XV. Student Loan administration**

Information regarding Student Loans are available on the following website:  
<https://www.diakhitel.hu/en>

## **XVI. Student card administration**

Current information regarding student card administration is available for students on the University website:

[https://ppke.hu/uploads/articles/359659/file/Student\\_card\\_administration.pdf](https://ppke.hu/uploads/articles/359659/file/Student_card_administration.pdf)

## **XVII. Fire and Occupational 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.

The fire safety regulations, available in the UNIVERSITY'S OFFICES, contain more detailed rules on fire safety.

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

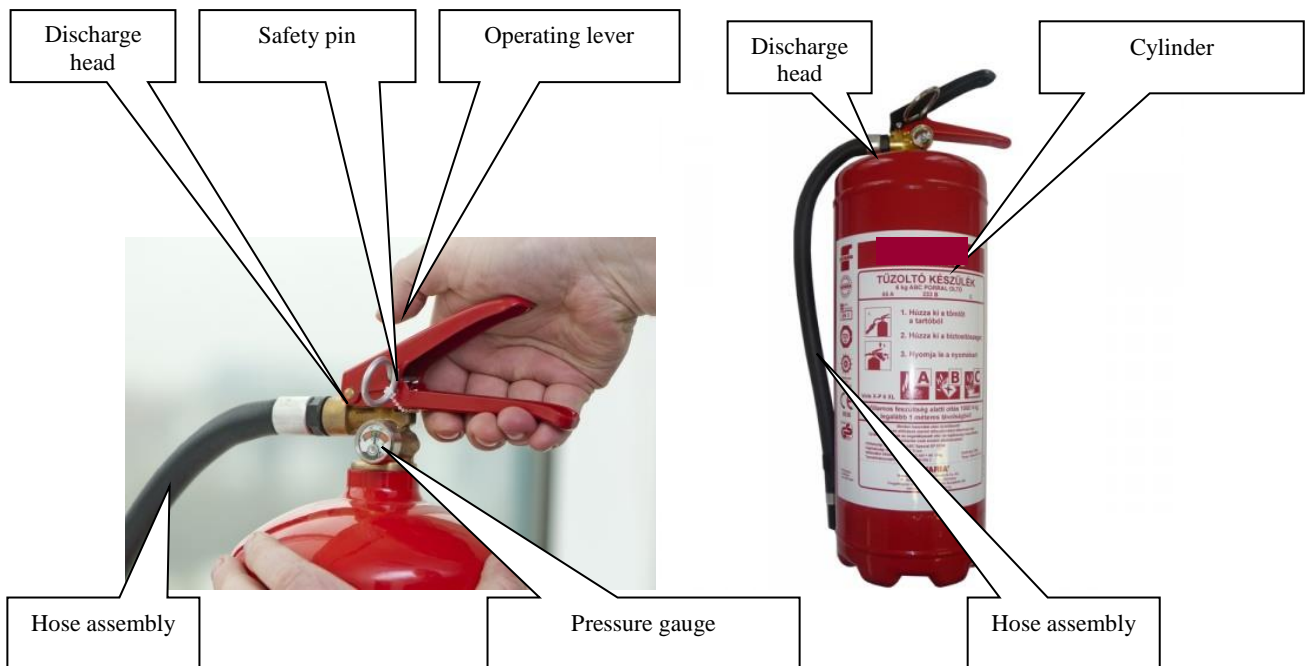


Figure 1 The parts of a powder extinguisher

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).

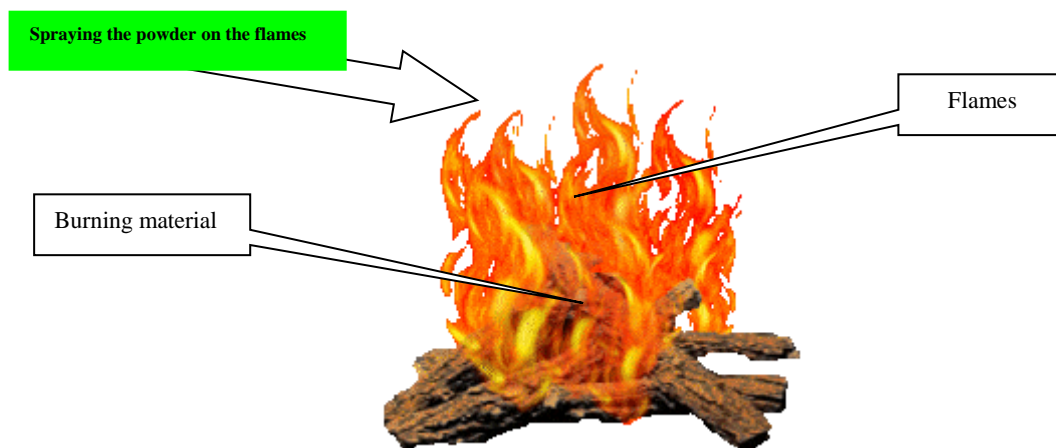


Figure 4 Aim the powder at the flames using a top to bottom sweeping motion

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



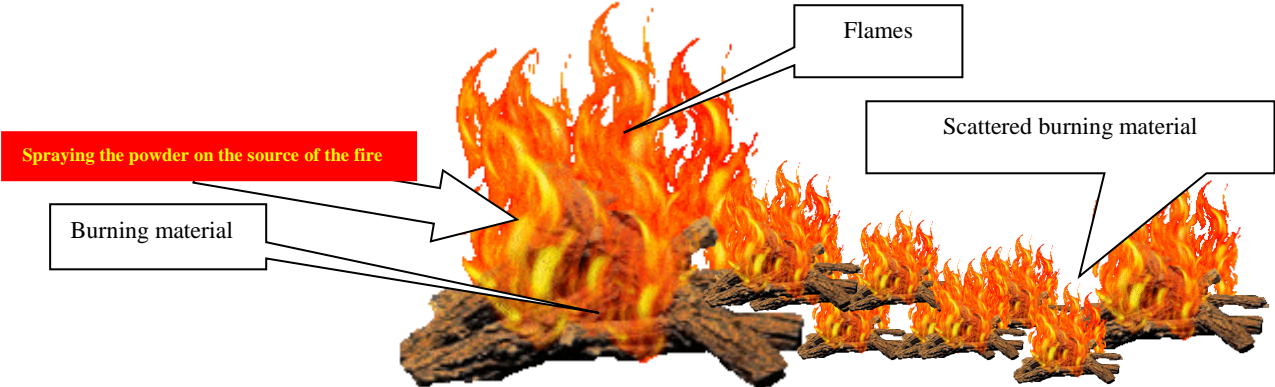


Figure 5 The fire spreads when the powder is sprayed on the source of the fire

Extinguishers unsuited for use and used extinguishers have to be replaced promptly.

## **XVIII. Student requirements and rules**

The current texts of student requirements and regulations are available on the University website:  
<https://ppke.hu/en/about-the-university/regulations-and-information-on-studies>