



Dear Madam/Sir,

According to the Act CXXXIX of 2009, a census must be executed on the territory of Hungary in October 2011. Under the Act, data supply is compulsory for everyone. The data collection is the duty of the local governments under the professional supervision of the Hungarian Central Statistical Office. We ask you to meet your obligation by filling in the questionnaires. Please answer at first the questions of the **DWELLING QUESTIONNAIRE** and then complete as many **PERSONAL QUESTIONNAIRES** as many persons live in the dwelling. Data should be supplied for the dwelling located on the pre-printed address and for the persons living in that dwelling.

PERSONAL QUESTIONNAIRE must be completed

- about each person of Hungarian or foreign citizenship who **lives his/her everyday life** – either registered or without registration – in the dwelling i.e. spends his/her night-rest usually, for the most part of the week here, goes to school or to work (even if he/she is temporarily away e.g. for the purpose of medical treatment, holiday or visit to relatives) from here.
- about persons who have their **permanent home** at this address but
 - live in student hostel, workers' home, lodgings, etc. and return home periodically (e.g. every week, two weeks, month)
 - stay temporarily abroad and the full period of staying abroad is expected not to reach 12 months

Please provide data according to reference date of **0 o'clock on 1 October 2011**, Saturday.

Questions regarding the dwelling should be answered by an adult person who lives in the dwelling, questions of the personal questionnaire should be answered, as far as possible, by the person the questionnaire concerns. Data about minors should be provided by the parent.

In most cases a question should be replied to by one answer. More than one answer can only be marked if specified.

Questions can be answered by an **X-mark** beside the response, by writing a numeral or a text in the box.

Please write one number in one box, e.g.

1 9 7 6

Numbers must be adjusted to the right, months must always be indicated by **Arabic numerals**, e.g.

4

Text answers must be written in the white rectangles, e.g.

Budapest, 13. ker.

Incorrect mark can be corrected by shading the X-mark. Incorrect numerals must be shaded and the correct numeral must be written in the empty space near the shaded numeral.

Please **do not write** in the **boxes framed by broken lines**, these data are for processing purposes only. Please complete the Questionnaire with blue or black ball pen in a readable way.

Thank you in advance for your cooperation and valuable answers!

dr. Vukovich Gabriella
President of
Hungarian Central Statistical Office

Address of the dwelling

Identifier:

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Identification code:

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Is the pre-printed address correct? yes... no... → **Please correct the parts of the address that are inaccurate.**

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locality (town, village)

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name of public place

character of public place (street, road, square, etc.)

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house number

lot number

building

staircase

ground floor, floor

door

I. Dwelling data

1. What is the type of building?

- Family house, 1-3 dwelling residential building
- Residential building of 4 or more flats
- Holiday resort
- Not residential building (e.g.: public institute, office building, factory building)

2. What is the type of the housing unit?

- Dwelling (family house as well)
- Holiday home
- Other (e.g.: shop, caravan)

3. When was the dwelling built?

- 1919 before
- 1919–1945
- 1946–1960
- 1961–1970
- 1971–1980
- 1981–1990
- 1991–2000
- 2001–2005
- in 2006 or later
- not known

4. What were the walls of the dwelling made of?

brick, stone, manual walling element.....	<input checked="" type="checkbox"/>	adobe, mud, etc. with solid basement.....	<input checked="" type="checkbox"/>
middle or large block, cast concrete.....	<input checked="" type="checkbox"/>	adobe, mud, etc. without solid basement.....	<input checked="" type="checkbox"/>
panel.....	<input checked="" type="checkbox"/>	other.....	<input checked="" type="checkbox"/>
wood.....	<input checked="" type="checkbox"/>	not known.....	<input checked="" type="checkbox"/>

5. How is the dwelling used?

habitually, for everyday life as a home

only seasonally or as a second home

for other purpose (e.g. office, doctor's office).....

vacant dwelling, no dwellers.....

6. Who is owner of the dwelling?

natural person(s)

local government.....

other institution, organization (e.g.: company, enterprise, church).....

7. Is there any ...

Room can also be e.g. a bedroom, a dining room, a living room.
Multi-purpose rooms must be divided by use (e.g. open kitchen to kitchen and room).
Please mark also the answer „no“!

7.1. room (over 12 m ²):	<input type="text"/> <input type="text"/>	(number)	no ... <input checked="" type="checkbox"/>
7.2. room (12 m ² or smaller)::	<input type="text"/> <input type="text"/>	(number)	no ... <input checked="" type="checkbox"/>
7.3. kitchen (4 m ² or larger):	yes ... <input checked="" type="checkbox"/>		no ... <input checked="" type="checkbox"/>
7.4. kitchenette (under 4 m ²):	yes ... <input checked="" type="checkbox"/>		no ... <input checked="" type="checkbox"/>
7.5. bathroom:	<input type="text"/>	(number)	no ... <input checked="" type="checkbox"/>
7.6. flush toilet (in bathroom or separately):	<input type="text"/>	(number)	no ... <input checked="" type="checkbox"/>
7.7. other room (e.g.: lobby, corridor, pantry):	yes ... <input checked="" type="checkbox"/>		no ... <input checked="" type="checkbox"/>

8. How much is the total floor-space of the dwelling?

m² Do not count the size of the cellar, attic, garage, balcony, terrace.

9. Is electricity installed in the dwelling?

yes ... no.....

10. Type of

10.1. water supply in the dwelling

from pipeline

from private pipeline (e.g.: from well by pump).....

no piped water in the dwelling.....

10.2. hot water supply in the dwelling

from pipeline

in another way (from a central or own electric or gas boiler, kitchen water heater)

no hot running water

11. Sewage disposal from dwelling

into a public sewer.....

into private sewer (closed reservoir, cesspit).....

into another place or there is no sewage disposal

12. Heating

separately for each place with convector, stove

one or more dwellings heated by boiler (central, circle)

district (block) heating

no heating

Question 14

13. Energy used for heating (You can mark two answers at most!)

piped gas

LPG gas (container)

LPG gas (bottle)

wood.....

coal.....

electricity.....

fuel oil

alternative energy (e.g.: solar energy, geothermal energy)

other, that is:

14. How many households do the persons living in the dwelling belong to?

one

more, i.e.: households

nobody lives in the dwelling

People and their dependants who pay for meal and other daily expenses jointly, belong to one household.

II. Number of people living in this dwelling
(one person must be considered once only)

15.1. Number of persons usually living at this address:

(who spend usually – for the most part of the week – their night rest here and go to school and work, etc. from here)

number of persons

no such persons

15.2. Number of persons living abroad temporarily:

(this dwelling is their permanent home but they are staying abroad temporarily and this period of time is expected to last up to 12 months)

number of persons

no such persons

15.3. Number of persons returning home periodically:

(this dwelling is their permanent home but because of studying, working, etc. they are living e.g. in student hostel, workers' home, lodgings and return home only weekly, every second week, monthly)

number of persons

no such persons

16. Number of persons staying abroad for long:

(this dwelling is their permanent home but they are staying abroad and this period of time has already reached or is expected to reach 12 months)

number of persons

no such persons

From now on as many personal questionnaires need to be filled in as many people are marked in the questions 15.1, 15.2 and 15.3.

No need to complete personal questionnaire about them.

INSTRUCTIONS

for completing the census questionnaires

Only those questions are discussed here for which, in our opinion, you may need more explanation to answer them. Should you need more information than the ones here, the detailed instruction for completion can be found on the website www.nepszamlalas.hu.

COMPLETION OF THE DWELLING QUESTIONNAIRE

Question 2: *Holiday home and other* can be marked only if it is inhabited, i.e. at least one person lives there on 1 October 2011. In this case, further questions refer to the holiday home or other housing unit.

Question 6: If, beside a natural person, the owner of the dwelling is another institution, organization or company as well, the answer should be marked according to the majority shareholding.

Question 7.6: The total number of flush toilets must be marked irrespective of whether they are in a separate room or e.g. in the bathroom.

Question 8: If you do not know the exact floor-space of the dwelling, please estimate it. The half of the floor-space of a loggia, covered balcony and covered terrace must be taken into account. In case of mansards, the floor-space with a headroom of 1.9 m or more must be included in the total floor-space of the dwelling.

Question 9: The answer *no* must be indicated if electricity is not installed in the dwelling. If electricity is cut off by the service provider (e.g. because

of non-payment of the fee), the dwelling is still considered as supplied with electricity.

Question 12: If the dwelling is heated by more than one method, the way of heating the rooms must be marked. If the answer is not unambiguous this way either, please mark the method used most frequently.

Question 14: A person renting a part of the dwelling, if he/she has a family, together with the members of the family, belongs always to a separate household.

Question 15.1: Please take into account also persons who are temporarily away from home e.g. due to medical treatment, holiday or visiting relatives.

Question 16: Those persons must be taken into account here who live at present abroad and this period of time has already reached or is expected to reach 12 months irrespective of whether they return home occasionally or not (e.g. who work abroad with a contract for one year or more). It is not needed to complete personal questionnaires about these persons.

COMPLETION OF THE PERSONAL QUESTIONNAIRE

Question 7: If you have another address in addition to the one on the dwelling questionnaire, the name of the locality (in case of Budapest, also the district) must be written in the box beside the adequate answer.

Question 10: The legal status must be taken into account. Please mark the answer *married* even if you live separated but are not legally divorced.

Question 11.2: Answer *yes* must be marked even if you are not living in the same dwelling with your spouse but the marital community is maintained. Answer *no* must be marked if the marital community is broken irrespective of living in the same dwelling or not.

Question 12: Those persons live in cohabiting partnership who are legally not married but live lastingly in marriage-like relationship irrespective of their marital status and whether they live in the same dwelling or not. The question refers to all cohabiting partnerships either registered, recorded, unregistered or unrecorded.

Question 14: If more than one answer applies to you, please mark the one appearing first in the list.

Husband and *wife* mean a man and a woman living in a common household in lawful marriage.

For this question, *cohabiting partner* can be marked only if his/her partner lives in the same household, irrespective of whether the cohabiting partnership is registered, recorded or not.

Lone parents living together with their children are those who live together with their children without a spouse or cohabiting partner.

Those are considered *children* who, irrespective of age and marital status, live in a common household with one or both of their parents if their spouse, cohabiting partner or own children do not live in this household. Foster or adopted children are also included.

Ascendant is a father, mother, grandparent, great-grandparent, father-in-law, mother-in-law who lives together with the family and has no spouse or cohabiting partner.

Answer *living alone* must be marked if the household comprises only one person.

Question 15: Please take into account also those live-born children who live elsewhere, in another family or under state care, moved away or died. Adopted or foster children must not be taken into account.

Question 17.1: Even if you attend different classes at different subjects in more than one educational institution simultaneously, only one can be marked. Studies providing a higher level of qualification must be given preference. In case of same levels, the one must be given preference where the most grades have been completed.

Question 17.2: If you take part in full-time and some other education simultaneously, full-time education must be marked.

Question 18: All completed grades must be marked irrespective of the type of school or education. So, if you attend for example the 5th grade of primary school, 4th grade must be written in the row of primary school; if you completed secondary school or are just attending it, the completed grades must be written both in the row of primary school and in the row of

the secondary school concerned; if you completed or are just attending tertiary education, the completed grades must be written in the rows of primary school, secondary school and tertiary education concerned as well.

If you attended more than one school of the same type, the number of completed grades should not be added; among them, please indicate the completed grades of the school where the most grades were completed.

In case of colleges, universities, where completing a class is connected to credit points, please take into account only classes actually completed on the basis of credit points.

Question 19: The order of the pre-printed possible answers shows the level of the obtainable educational attainment. **Only one answer must be marked**, i.e. the one where there is no higher completed qualification. Qualifications obtained in courses and vocational training or apprentice school certificates obtained in the frame of part-time education **must not be taken into account**. Qualifications obtained abroad must be classified according to the grades of the Hungarian educational system.

Those have *lower level of education than the 8th grade of primary (general, higher general) school* who completed the 1st–7th grades of primary (general) or 1st–3rd grades of higher general school. Please also mark this answer if you completed only the 1st grade of six-class or the 1st–3rd grades of eight-class secondary general schools.

Those have a level of education of *8th grade of primary (general, higher general) school* who completed the 8th grade of primary school or the 4th–6th grades of higher general school and did not obtain higher qualification. Those belong also to this category who completed the 2nd–5th grades of six-class secondary schools, 4th–7th grades of eight-class secondary schools and 1st–3rd grades of four-class secondary general or secondary vocational schools. This category includes also those who completed the final grade of some kind of secondary schools but did not obtain the general certificate of education except those who have a final school report made out between 1974 and 1986. Those also must mark this answer who completed some grades in vocational or apprentice schools but did not obtain a certificate.

Those have a level of education of *general certificate of education without qualifications* who obtained a general certificate of education in a secondary grammar or secondary vocational school as the highest level of completed education. Those also must mark this answer who have a final secondary school report made out between 1974 and 1986.

Those have a level of education of *general certificate of education with qualifications, school-leaving certificate* who obtained a general certificate of education or school-leaving certificate certifying professional qualification as well. Certificates obtained in secondary vocational schools, technical schools, upper commercial schools, secondary teacher-training or nursery teacher-training schools as well as professional certificates of education obtained between 1949 and 1955 belong here as well.

Those have a level of education of certificate of *vocational programmes built on G.C.E.* who obtained a certificate certifying a middle- or higher-level qualification which was built on general certificate of education and did not provide tertiary qualification. This answer must be marked also by those who obtained the general certificate of education or the certificate of qualification in a secondary vocational school for skilled workers. Such qualification could be obtained till 2003.

Those have a level of education of certificate of *higher (also accredited) vocational programmes* who obtained a higher vocational certificate in a secondary or tertiary educational institution after 1998. The precondition of obtaining this qualification is the general certificate of education.

Those have *college (or equivalent) diploma* who obtained their diploma in a college, academy, tertiary technical school, tertiary vocational school, tertiary teacher-training or nursery teacher-training school, etc. in the frame of a basic or professional training. Also those belong to this category who obtained a BA or BSc degree in the current tertiary education system.

Those have *university (or equivalent) diploma* who obtained diploma in a university or an equivalent institution in the frame of a basic, supplementary or professional training. Also those belong to this category who obtained a MA or MSc degree or master degree in undivided training in the current tertiary education system.

Those have *PhD or DLA degree* who obtained a scientific degree after 1990.

Questions 20.1–20.7: Data must be given referring to the highest educational qualification indicated under question 19.

The qualification, profession obtained (e.g. bricklayer, commercial, EU trade assistant, sports organizer, surveying technician) must be indicated. In case of "branch pairs", each branch must be indicated.

In case of branches where there are both teacher-training and non-teacher-training, it must be marked whether the qualification is obtained at teacher-training or not.

If the highest level of education is *general certificate of education without qualification*, it is not necessary to answer questions 20.3–20.7.

Question 21: In addition to Hungarian, 3 languages can be indicated at most.

Question 23: Work for income means all activities performed for pay, wage, salary or income in kind including the work of helping family members and occasional or casual work as well. Help given free of charge to other households or institutions (charity work), building, renovation and maintenance of own dwelling or house and work performed in own household including garden work should not be taken into account.

Question 24: Forms of looking actively for jobs: contacting public or private employment office to find a job, applying to employer directly, inserting, answering or studying advertisements, asking friends or relatives, making arrangements necessary for launching own business (self-employment).

Question 26: Please write in the year and the month when you retired, went to maternity leave or had a regular work for at least two–three weeks last time. If you do not remember exactly, please estimate at least the year. Work done in school holiday or occasional work for less than two weeks should not be taken into account.

When completing questions 27–30, please consider the followings:

- those who work (or are absent from work only because of holiday, illness, etc.) have to answer questions 27–30 with reference to their current work, while those who are looking for a job but worked earlier should answer with reference to their last job;
- those who do not have a job and do not even look for one but worked earlier have to answer only questions 27–28 with reference to their last job;
- those who have never worked yet should not answer questions 27–30.

Question 27: Occupation, field of activity must be indicated as detailed as possible in a way that the activity performed actually can be established. **Do not use general terms** which do not refer to the activity or refer only to the assignment or rank in the office.

Some examples for the right indication of occupations:

Incorrect	Correct
semi-skilled worker	semi-skilled upholsterer, semi-skilled pharmaceutical industry worker, etc.
public employee	nursery-school teacher, primary school teacher, etc.
pedagogue	primary school teacher, secondary school teacher, etc.
head of division	head of financial division, head of commercial division, etc.
officials, senior officials	accounting official, technical administrator, etc.
entrepreneur	taxi driver, bricklayer, accountant, etc.
postal employee	postman, postal sorting clerk, collecting clerk, etc.
driver	car driver, lorry driver, etc.
pensioner	printing machine operator, policeman, etc.
unemployed	credit administrator, household appliances mechanic, etc.

Question 29: Those whose occupation is director or managing director must take into account all employees of the company or enterprise when indicating the number of employees.

Question 30: The company, enterprise (factory, unit, premises, shop, school, etc.) where you actually work must be indicated as employer. Beside the name of the employer, please indicate by all means its main activity as well (e.g. Kontroll Kft., tax consultancy). If you do not want to give the name, please provide detailed answers which enable to establish the activity, tasks of the enterprise (pig husbandry, food production, print preparation, gas supply, construction of buildings, repair of vehicles, road goods transport, book publishing, education, inpatient service, etc.). If your employer is a private household, it is enough to write "private household". Those who are in employment relationship with a company hiring manpower must indicate the enterprise where he/she is actually working and not the agent as employer.

Question 31: Please mark the answer *in your dwelling, home* if your workplace or the school, kindergarten, infant nursery is in the same building or on the same site as your dwelling.

Drivers of vehicles for passenger or goods transport, those providing on-the-spot services, repairs and those with similar occupations must indicate the locality or, in case of Budapest, the district where they take up work every day.

If your workplace or school, kindergarten, infant nursery is *in another locality, another district of Budapest or abroad*, please write in the box the name of the locality or, in case of going abroad, the name of the country where you go every day to work, to school, kindergarten or infant nursery. Answer *in different localities* must be marked if you perform your work every day in different localities (e.g. market traders, those who perform product presentations).

Question 32: More than one means of transport should be marked if you **regularly** travel by them on a single journey (e.g. if you travel to the locality of your workplace, school, etc. by train and then you have to change to some kind of local means of transport). If you do not travel always in the same way (e.g. either by car or by public transport), the means of transport used most frequently should be marked.

Questions 34–35: If you think you belong to two nationalities, ethnic minorities, one should be marked in question 34 and the other in question 35.

Question 36: The mother tongue of dumb people and infants who do not speak yet is the language generally spoken by their family members.

Question 38: The religion, denomination, religious community should be marked which you think you belong to. Please avoid abbreviations and generalized notes.

Question 39: A disease is long-lasting if it cannot be cured at present but can be treated with medicaments or other therapies (e.g. diabetes mellitus, pulmonary disease, hypertension, neoplasm, diseases of the heart and the vascular system, articular diseases).