

## **Call for Applications**

(continuous submission from 10 September 2018)

### **for doctoral students of the Doctoral School of Business and Management to request support with regard to their participation costs at Hungarian and foreign scientific conferences, training programmes**

The Corvinus University of Budapest invites applications from doctoral students (hereinafter referred to as doctoral student) who are enrolled in the fee-paying/self-financing form of education of the Doctoral School of Business and Management (hereinafter referred to as DS) and have an active student status, to support their participation costs at Hungarian and foreign scientific conferences and training programmes as specified below

The aim of the call is to help doctoral students to present their newest research findings at Hungarian and foreign scientific conferences in order to discuss them with the attending members of the scientific community and have them published as soon as possible; to take part in international summer universities, international training programmes.

#### **1. Eligibility criteria**

- a) The call is open to doctoral students who are enrolled in fee-paying/self-financing education at the DS and have an active student status either in the educational (education and research) phase or the degree candidacy (research and dissertation) phase. This call does not apply to doctoral students a) who have submitted their doctoral dissertation for public defence; b) doctoral students who started their doctoral education more than 6 years ago; c) students who registered for the candidacy period more than two years ago.
- b) If conditions in the previous paragraph a) are met, the call is open to doctoral students of non-Hungarian citizenship and those receiving a Stipendium Hungaricum scholarship.
- c) Submissions may relate to participation costs of Hungarian and foreign conferences, summer universities, training programmes, in particular to:
  - registration fee
  - travel costs relating to the onward and return journey<sup>1</sup>, including cancellation insurance
  - accommodation costs<sup>2</sup> for the period of the official program, trainingit being understood that the applicant seeks to attend prestigious, recognized events in the relevant discipline by giving a presentation of his/her scientific findings.
- d) Costs related to local transportation, daily allowance, meals, luggage and accident insurance are not eligible.
- e) The applicant shall be obliged to feature the fact that he or she is the doctoral student of the Business and Management Doctoral School of the CUB in each document (application form,

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<sup>1</sup> Travel in own is only be supported in exceptional cases.

<sup>2</sup> Three-star hotel maximum with breakfast, check-in one day prior to the conference at the earliest and check-out one day after the end of the conference at the latest

abstract, opening slide of presentation) related to the specific conference, training programme. If the application concerns conference participation, the applicant shall within three months of the conference send the manuscript (journal article, book chapter, conference paper published in a journal or in a conference volume) of his/her presentation -taking into account comments made at the conference- for publication by a platform (editorial office of journal, book, conference volume) approved by his or her supervisor with the aim of having it recognized as a scientific publication in the MTMT database. The applicant shall submit a declaration thereof, endorsed by the supervisor, to the Secretariat of the DS to which he/she attaches the manuscript in electronic form –as a pdf document sent by email- for the purposes of archiving by the Secretariat of the DS. If the manuscript based on the conference presentation is not submitted within three months as described above, the doctoral student will irrevocably lose his/her eligibility to apply for contribution to the costs of conferences, training programmes for the remainder of his/her doctoral studies.

- f) Support may be requested with the professional backing of the supervisor.
  - g) Eligible costs shall be accounted for as specified in the Rules on Mission Trips in force.
2. Each doctoral student is eligible for support during his/her doctoral studies more than once, but cannot exceed the available budget on the occasion of any specific conference, training. The budget is limited to HUF 300 000 per calendar (budget) year for each doctoral student. If funds are still available and the applicant fully meets all the expectations, a doctoral student may be eligible for an additional support of HUF 300 000 in the same calendar (budget) year, subject to handing in an application.
  3. The application may be submitted exclusively by filling in the attached application form and submitting it to the Secretariat of the DS (office 267) in the opening hours. The form should bear the supervisor's signature.
  4. Deadline for submitting applications: on a continuous basis but taking into account that applications may only be submitted and accepted at least 30 days prior to the travel date.

Any application must be accompanied by the following documents:

- a) call for participation/papers (can be the homepage of the conference);
- b) abstract submitted by the doctoral student and notification of acceptance thereof (might be an e-mail message);
- c) in the case of training programmes a detailed call describing the training programme;
- d) "Request for Quotation" Form submitted to the Procurement and Logistics Office and returned by them (As travel and accommodation are subject to public procurement, they can only be booked by the successful tenderer through the Procurement and Logistics Office. In planning the costs, attention should be given to the fact that there may be considerable differences between prices valid at the time of planning and prices applied at the time of the purchase (especially in the case of flight prices). In order to have the prices calculated, the completed "request for quotation" form should be sent to the Procurement and Logistics Office and the application should be prepared and submitted in view of the expected costs.)

## 5. Evaluation of applications

The submitted applications shall be evaluated by an Evaluation Committee in due consideration of the dates of the programme. The members of the Evaluation Committee are the Head of the Doctoral School, its Programme Director and the Head of Specialization. In the case of support the method and

date of payment are defined by the Evaluation Committee. The Head of the Doctoral Council decides about the application.

Budapest, 10 September 2018.

## Application Form

to request support for participation in conferences, training programmes

Name of applicant:

Name of applicant's supervisor:

Specialization of applicant:

Starting date of doctoral studies:

Name of programme (conference, training) for which the funding is requested:

Organizer of programme:

Venue of programme (country/city):

Duration of programme (starting date, end date):

Title of proposed presentation (in case of conference):

Amount of requested support (maximum HUF 300 000) out of which

- registration fee (in USD or EUR if held abroad)
- travel expenses (please specify):
- Accommodation expenses (please specify):

I hereby declare the above information to be true.

I undertake to feature, in accordance with section 2/e of the Call for Applications, in all documents related to the conference/training program that I am the doctoral student of the CUB Doctoral School of Business and Management.

In case of application for a conference, I undertake to fulfil the provisions laid down in Section 2/e of the Call for Applications concerning the manuscript to be recognized as a scientific publication.

I have understood that the support can only be requested and granted in compliance with the Rules on Mission Trips in force.

Date:

Signature of Applicant

The application is professionally suitable:

Signature of Supervisor

Attachments<sup>3</sup>

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<sup>3</sup> As specified in section 5 of the Call for Applications