

**Call for Applications
for Public Affairs I. Scholarship
for the students of the University
in the 2nd semester of the 2021/2022
academic year
for the month of June**

Corvinus University of Budapest

Pursuant to Article 31 (2) (a) and Annex 1 of the Regulation on Student Fees and Benefits, constituting Student Requirements Part 4

hereby announces a call for applications

for a Public Affairs I. Scholarship

available for the students of the University in the month of June in the 2nd semester of the 2021/2022 academic year

activity for the month of April 2022 - May 2022

in the 2nd semester of the 2021/2022 academic year for demonstrator's activities

- (1) The Public Affairs Scholarship I. is a financial benefit that supports and encourages the performance of outstanding university public affairs activities or the attainment of a significant cultural achievement.
- (2) The Public Affairs Scholarship is a one time, fixed amount scholarship that may be applied for once a month. Applications for the recognition of demonstrator's activities can only be submitted in June as described in this call for applications.
- (3) The Public Affairs Scholarship I. may be applied for by students studying full time (in daytime delivery) in Bachelor programmes, two-cycle or single-cycle master programmes, having an active student status at the time of submission of the application and who are not members of the Presidency as defined in the Statutes of the Student Union. Demonstrator activities are eligible for in the case of students who have an accepted demonstrator's application and a letter of appointment for the 2nd semester of 2021/2022.
- (4) Students are not entitled to submit an application if they
 - a) take part in training with the purpose of acquiring specialised knowledge or courses taken at another higher education institution (guest student status),
 - b) take part in preparatory course;
 - c) students who cover their programme cost from other scholarship sources (Stipendium Hungaricum Scholarship, Diaspora Higher Education Scholarship programme, as well as those whose employer takes over the payment of the programme cost, etc.).
- (5) A scholarship may be awarded to a student who performs outstanding public affairs activities, in particular:

- a) performs student interest representation tasks primarily as a representative of the Student Union, or
 - b) has attained a significant cultural achievement and thereby contributes to enhancing the reputation of the University, or
 - c) supports the enhancement of the reputation of the University through his/her other activities.
 - d) carries out demonstrator activities that go beyond the curricular requirements.
- (6) In the case of Public Affairs Scholarship I, the scope of eligible activities and the associated evaluation criteria:
- a) Activities in the Student Union:
 - aa) Tasks related to operative executive bodies:

Core activities related to the current position in the organisation of the Corvinus Student Union (HÖK) officially representing the interests of the students of Corvinus University, are included in this scope of activities. For example, but not limited to: consultations, maintaining contacts, administrative tasks, operational tasks, project coordination, administration.
 - ab) Tasks related to interest representation bodies:

Includes activities performed by students that can be evaluated at board or committee sessions. The types of activities include, but are not limited to: chairing, submitting agenda items, drawing up the minutes, taking part. Other activities carried out in the Student Union, which are not covered by the above categories, are also included, such as tasks carried out as a delegate of the institute/department, other administrative tasks, participation in discussions, representation of the Corvinus HÖK.
 - b) Activities conducted outside the Student Union:
 - ba) Event organisation (organisation, management):

Participating in the organisation of and staging a university event (conference, lecture, reception, camp, other student events) for the students of the University.
 - bb) Increasing the reputation of the University (not through event organisation)

Activities that increase the reputation of the University include activities in the course of which the name of the University is displayed or published. For example, a successful sports competition and work in a project led or supervised by a university organisational unit.
 - c) Work on a project led or supervised by a university organisational unit:

Work in university internal projects (e.g. development of study programmes, “Inner World” project)

d) Activity bonus for public affairs activities:

The Public Affairs Evaluation Board (hereinafter referred to as "the Board") may allocate it if the applicant does not reach the cut-off score in the given category(ies), but his or her activity justifies awarding a score over the maximum or in the case of demonstrator's activities.

- (7) The application and its annexes shall be submitted through Neptun (hereinafter referred to as Neptun), on the form called “**Public Affairs Scholarship 2021/2022/2 June**” under Administration/Requests/Requests with free text fields. The call for applications is available on the University website.
- (8) Application submission period: **07 June 2022, 10:00 a.m. to 10 June 2022, 12:00 p.m.**
- (9) The activity carried out during the month(s) concerned should be detailed in the application form and reference should be made to the demonstrator activity. Details on all other activities should be provided in the application established in Neptun on the designated interface. Failure to do so will result in exclusion from the call in the given month.
- (10) There is no room for correcting deficiencies or application for continuation. In the case of an incomplete application, the Board shall give 0 (zero) point for the activity in question.
- (11) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship. Where a student submits an application for such activity, the Board shall give 0 (zero) point to the activity in question.
- (12) If the content of the application has been submitted earlier in a public affairs scholarship application procedure, the Board shall give 0 (zero) point to the activity in question.
- (13) With the exception of demonstrator activities, only activities carried out in the two (2) months preceding the launch of the call for applications may be taken into account in the evaluation of the application. If the applicant also indicates an activity carried out in earlier months, this will not invalidate the application, but such activities will be disregarded in the evaluation. In the case of demonstrator activity, activities for the 2nd semester of 2021/2022 may be recognised.
- (14) Points can be awarded only once for each activity. An activity may be included only once in the same application.

- (15) The review and prioritisation of applications shall be carried out by the Board. The Board shall, within its powers of giving an opinion, verify the conformity of the form and content with the call for the application as well as evaluate the activity carried out by the applicant on its merit.
- (16) In accordance with the Student Discipline and Compensation Regulation, the Board shall initiate disciplinary proceedings against the applicant if false data or facts are detected in the application, or if there is a reasonable suspicion thereof.
- (17) The Board shall make a proposal with regard to the eligibility or non-eligibility of the applicant for the scholarship, in the first case specifying the amount of the proposed scholarship. In case of rejection, grounds for such rejection must be provided.
- (18) The Vice-Rector for Education shall decide on the award of the scholarship.
- (19) The student will be notified of the results of the application through Neptun.
- (20) The evaluation criteria of the scholarship are included in Annex to the Call for applications.
- (21) Appeals must be submitted through Neptun to the Student Appeals Committee.

Budapest, 07 June 2022

Dr. Réka Franciska Vas
Vice-Rector for Education

Annex 1.

Public Affairs Scholarship evaluation method

Activities in the Student Union	Points	Signer of the certificate
Tasks related to operational implementing bodies		
Head of Division tasks or activity at the Student Social Committee (Head of Division/working group)	0-90 p	Head of the Student Council
Coordinator/Desk Officer tasks in the division	0-50 p	Head of the Student Council
Project manager tasks in the division	0-30 p	Head of the Student Council
Division/ working group member tasks	0-30 p	Head of the Student Council
Non-divisional ad hoc project tasks	0-30 p	Head of the Student Council
Tasks related to representative boards		
Delegate meeting (attendance, chairing, presentation, minutes, other)	0-20 p	Head of the Student Council
Supervisory Committee (attendance, chairing, presentation at the meeting, keeping minutes, ad hoc tasks)	0-50 p	Head of the Student Council
University committees, other bodies (verbal admission committees, Public Affairs Evaluation Board, other)	0-40 p	Head of the Student Council
Other outstanding representative activities (Student Union representation, negotiations, other)	0-30 p	Head of the Student Council
Delegated tasks in institutes/departments (communication with institutes and departments)	0-20 p	Head of the Student Council
Activities conducted outside the Student Union	Points	Signer of the certificate
Event organisation (organization, management)	0-40 p	In the case of activities in Corvinus organisational units, the head of the organisational unit, in other cases the Head of the Student Union
Increasing the reputation of the University (not through event organization)	0-20 p	In the case of activities in Corvinus organisational units, the head of the organisational unit, in other cases the Head of the Student Union
Work on a project led or supervised by a university organisational unit	0-50 p	Head of a Corvinus organisational unit
Activity bonus for public activities		
Activity bonus for public activities	0-50 p	-

a) Points can be awarded only one time per activity.

b) It is not possible to apply with an activity that the student has performed under an employment contract, student employment contract or an agency contract, for which he/she has received some kind of (material, financial) consideration.

c) Activity bonuses can only be added for one activity per application.

Annex 2.

Evaluation of demonstrator activity

Evaluation of the quality of activities performed by the demonstrator (1 means unsatisfying and 5 means perfect quality)	
Educational activity and/or its support (giving courses, preparation, support the work of an institute instructor, consultations, etc.)	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the organization and conduct of examinations, preparation of exam tasks, mid-year or year-end corrections	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the organization of study competitions and other professional events organized by the Department	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Participation in the compilation of educational materials	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Other activities not listed above	Time spent (hours/semester) 1 hour = 60 min
	Evaluation in text (if the time spent is greater than zero, 3-4 sentences are required to explain)
Total time spent in the semester	

Category	Specification	Multipliers
1.	Performing teaching activities, holding courses and consultations, including online	1.8
2.	Participating in the preparation of teaching aids, communicating with students	1.6
3.	Organising, conducting and marking exams	1.4
4.	Planning and implementing study competitions,	1.2
5.	Other activities not included above	1