

**Calls for applications  
for Study Abroad Scholarship  
for the students of the University  
in the first semester of academic year  
2023/2024.**

**The Corvinus University of Budapest  
hereby announces a call for applications pursuant to Section 35 and Annex 1 of the Regulation on Student Fees and Benefits  
for a study abroad scholarship  
for students of the University for the 1st semester of the 2023/2024 academic year**

- (1) The study abroad scholarship constitutes a financial benefit which supports students' studies in higher education institutions abroad.
- (2) The study abroad scholarship is available to students pursuing their studies in a full-time (daytime delivery) bachelor programme, two-or single cycle master programme.
- (3) The scholarship is composed of two parts:
  - a. The first part is subject to the academic performance and the professional activities of the applying student,
  - b. The second part is related to the mobility grant published by Student Services.
- (4) Applications for a study abroad scholarship may be submitted by students of the University who have been awarded a scholarship for study abroad for a period of at least three (3) months in a study abroad programme. Examples include ERASMUS, CEEPUS, CEMS and any other scholarship scheme published by Student Services that is open to anyone and supports study periods abroad.
- (5) The call for applications is available in Neptun under Administration/Requests/Requests with text field in the Application Form "Study Abroad Scholarship 2022/2023/2". The call for applications is also available on the University's website.
- (6) The application period will start on **19 september 2023 at 10:00 am**. The deadline for submission of applications is **25 september 2023, noon**. The time limit is of peremptory nature, there is no room for correcting deficiencies or for applying for continuation.
- (7) The certificates to be attached to the application must be scanned and legible in PDF, PNG, JPG or JPEG format and must not exceed 500 Kb each. Certificates in Hungarian and English may be attached, and unofficial translations of documents in other languages must also be provided. The application can only be submitted if the applicant has uploaded a certificate for all the activities indicated in the application.
- (8) Applications must be accompanied by the documents specified in the Annex to the call for proposals and by the grant agreement.
- (9) Applications will be assessed as follows (detailed guidelines are given in the Annex to this call):
  - a. For academic performance, the average of the last active, completed semester is taken into account.
  - b. For the general evaluation of public and student association activities and for the evaluation of professional activities in student associations, the activities carried out during the last active semester may be considered.
  - c. For scientific activities, the activity in the last active semester may be taken into account.
  - d. General evaluation of sport activities
    - i. For active, successful sporting activities, the results of the last one (1) year (in or after the second semester of 2022/23/) may be counted.

**ii.** Sports activities do not include e-sports.

- (10)** For certificates, the following procedure applies: In addition to the traditional paper certificates (which must be signed, dated in blue pen and stamped by the certifier), the assessment committee will also accept electronic certificates. The certifier shall send the statement or certificate issued to the student from the .....@uni-corvinus.hu (in case he/she is a leader of a student union or college for advanced studies, from the .....@stud.uni-corvinus.hu) e-mail address to the student's address.....@stud.uni-corvinus.hu. The student should attach this e-mail in pdf format (with the e-mail addresses visible in the attachment) when filling in the application form in Neptun. For more information about the electronic certificate, please contact the Student Social Committee (hereafter: SSC).
- (11)** The detailed criteria for the scholarship are set out in the Annex to the call for proposals.
- (12)** The scholarship shall be paid as a one-off amount for the entire period of the courses taken at a higher education institution abroad.
- (13)** A student will lose his/her eligibility for the scholarship if he/she loses his/her eligibility for the scholarship under (4).
- (14)** The scholarship will be paid to students once they have registered as active students for the semester of the trip.
- (15)** If a student benefits from support and
- a.** the study visit does not take place for any reason, or
  - b.** if the student does not upload the statement issued by the host institution confirming the student's arrival in the Neptun system within thirty (30) days of the departure date indicated on the application form, the student must repay the grant to the University within sixty (60) days.
- (16)** If a student's trip or stay abroad is interrupted or cancelled for reasons beyond his/her control, the Vice-Rector for Education is entitled to decide on the application for reimbursement.
- (17)** The scholarship may be earned through a public call for applications. The call shall be issued by the Vice-Rector for Education in agreement with the Student Union.
- (18)** Applications will be checked and ranked by the SSC.
- (19)** The Vice-Rector for Education shall decide on the award of the scholarship.
- (20)** The appeal must be submitted to the Student Appeals Committee within 15 days of the decision being notified and must be submitted in Neptun.

Budapest, 12. September 2023.

Dr. Réka Franciska Vas  
Vice-Rector for Education in my own hand

## Annex

### Evaluation criteria:

	<b>Study abroad scholarship</b>	<b>%</b>
1.	evaluating academic performance	20%
2.	evaluating language proficiency	10%
3.	evaluating scientific activity	10%
4.	evaluating public affairs and student association activities in general	10%
5.	evaluating sport activities in general	10%
6.	evaluating professional activity in student association	10%
7.	criteria for assessing the conditions of staying abroad	
	a) the minimum amount needed to live at the educational destination	10%
	b) grant amount awarded to students taking part in courses at another higher education institution	10%
	c) the length of stay abroad	10%
	<b>Total</b>	<b>100%</b>

**For each category, a maximum of 100 points may be awarded, as set out in Annex 1 to the RSFB, on the basis of which the total score awarded for the scholarship will be determined on the basis of the above percentages.**

#### 1) Evaluating academic performance:

- a) For the purposes of evaluating academic performance the scholarship average laid down in 72(6) of the Study and Examination Regulations (SER) should be applied,

- (1) The scholarship average is calculated on the basis of the results of all the subjects taken during the active semester. The scholarship average is the product of the credit value and the grade of the subjects completed in the semester divided by the number of the credits taken. For the purposes of calculating the scholarship average, the grades achieved in the compulsory and compulsory elective subjects and their credit values shall be weighted by 1.2.

Scholarship average

$$= \frac{\sum 1.2 \times \text{creditsC} \times \text{gradeC} + \sum \text{creditsE} \times \text{gradeE}}{\sum 1.2 \times \text{creditsC} + \sum \text{creditsE}}$$

---


$$\sum 1.2 \times \text{creditsC} + \sum \text{creditsE}$$

where

C: all compulsory, compulsory elective subjects and compulsory subjects in subspecialisations/specialisations according to the sample curriculum/operational curriculum,

E: stands for free elective subject taken according to the sample curriculum.

(2) scholarship average of first-semester master students: based on the "scholarship average" derived from the admission points ( $100/20=5$ )

ab) or the credit-weighted average academic performance as defined in 72 (2) of the SER shall be applied:

Credit-weighted average academic performance =  $\frac{\sum(\text{credit points} \times \text{grade})}{\text{earned credit points}}$

b) The calculation of the scholarship average and the calculation of the credit-weighted average academic performance is based on the results of all the subjects taken and completed by the student in the semester(s) concerned.

ba) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a parallel programme within the institution or during previous studies may not be included in the scholarship average and the weighted average academic performance.

bb) The subjects closed with a fail grade or with a 'exam not taken', 'not completed', 'absent' entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the improvement of the grade of a successful exam in a given subject and receives an 'absent' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.

bc) For students participating in a master programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the scholarship average, and the credit-weighted average academic performance.

bd) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the calculation of the scholarship average and the credit-weighted average academic performance with the credit values and grades approved by the Credit Transfer Committee.

## c) Assessment of academic performance

Average	Score	Average	Score	Average	Score	Average	Score
3.25	27	3.69	36	4.13	51.25	4.57	72.83
3.26	27.25	3.7	36.25	4.14	51.67	4.58	73.42
3.27	27.42	3.71	36.5	4.15	52.08	4.59	74
3.28	27.58	3.72	36.75	4.16	52.5	4.6	74.58
3.29	27.75	3.73	37	4.17	52.92	4.61	75.17
3.3	27.92	3.74	37.25	4.18	53.33	4.62	75.75
3.31	28.08	3.75	37.5	4.19	53.75	4.63	76.33
3.32	28.25	3.76	37.83	4,2	54.17	4.64	76.92
3.33	28.42	3.77	38.17	4.21	54.58	4.65	77.5
3.34	28.58	3.78	38.5	4.22	55	4.66	78.08
3.35	28.75	3.79	38.83	4.23	55.42	4.67	78.67
3.36	28.92	3.8	39.17	4.24	55.83	4.68	79.25
3.37	29.08	3.81	39.5	4.25	56.25	4.69	79.83
3.38	29.25	3.82	39.83	4.26	56.75	4,7	80.42
3.39	29.42	3.83	40.17	4.27	57.25	4.71	81
3.4	29.58	3.84	40.5	4.28	57.75	4.72	81.58
3.41	29.75	3.85	40.83	4.29	58.25	4.73	82.17
3.42	29.92	3.86	41.17	4.3	58.75	4.74	82.75
3.43	30.08	3.87	41.5	4.31	59.25	4.75	83.33
3.44	30.25	3.88	41.83	4.32	59.75	4.76	84
3.45	30.42	3.89	42.17	4.33	60.25	4.77	84.67
3.46	30.58	3.9	42.5	4.34	60.75	4.78	85.33
3.47	30.75	3.91	42.83	4.35	61.25	4.79	86
3.48	30.92	3.92	43.17	4.36	61.75	4.8	86.67
3.49	31.08	3.93	43.5	4.37	62.25	4.81	87.33
3.5	31.25	3.94	43.83	4.38	62.75	4.82	88
3.51	31.5	3.95	44.17	4.39	63.25	4.83	88.67
3.52	31.75	3.96	44.5	4.4	63.75	4.84	89.33
3.53	32	3.97	44.83	4.41	64.25	4.85	90
3.54	32.25	3.98	45.17	4.42	64.75	4.86	90.67
3.55	32.5	3.99	45.5	4.43	65.25	4.87	91.33
3.56	32.75	4	45.83	4.44	65.75	4.88	92
3.57	33	4.01	46.25	4.45	66.25	4.89	92.67
3.58	33.25	4.02	46.67	4.46	66.75	4.9	93.33
3.59	33.5	4.03	47.08	4.47	67.25	4.91	94
3.6	33.75	4.04	47.5	4.48	67.75	4.92	94.67
3.61	34	4.05	47.92	4.49	68.25	4.93	95.33
3.62	34.25	4.06	48.33	4.5	68.75	4.94	96
3.63	34.5	4.07	48.75	4.51	69.33	4.95	96.67
3.64	34.75	4.08	49.17	4.52	69.92	4.96	97.33
3.65	35	4.09	49.58	4.53	70.5	4.97	98
3.66	35.25	4.1	50	4.54	71.08	4.98	98.67
3.67	35.5	4.11	50.42	4.55	71.67	4.99	99.33
3.68	35.75	4.12	50.83	4.56	72.25	5	100

2) Language proficiency assessment If a student has several language examinations (levels) in the same foreign language, the language examination with the highest score (level) will be taken into account.

Language exam		
professional advanced level	Type C	50 points
general advanced level	Type C	40 points
professional advanced level	Type A or B	40 points
general advanced level	Type A or B	30 points
professional intermediate level	Type C	30 points
general intermediate level	Type C	20 points
professional intermediate level	Type A or B	20 points
general intermediate level	Type A or B	10 points

3) Assessment of scientific activity – maximum 100 points

Scientific activity	Maximum number of points	Required certificate, comment
1. Research activity	max. 10 points.	A recommendation from the research leader or the head of the relevant department, stamped, signed and dated
2. TDK, OTDK	max. 60 points.	<p>May be accepted as results achieved in the semester relevant to the application.</p> <p>A copy of the honorary certificate of the participation/ranking or a proof of participation issued by the organising body, stating the date of participation. Points may be awarded for more than one OTDK and/or TDK paper, but the total number of points awarded may not exceed 35 and/or 25 points.</p>
OTDK	max. 35 points.	
2.1 OTDK participation/right to participate	3 points	
2.2 OTDK 1st place	23 points	
2.3 OTDK 2nd place	18 points	
2.4. OTDK 3rd place	13 points	
2.5 OTDK special prize	13 points	
TDK	max. 25 points	
2.6 TDK 1st place	15 points	
2.7 TDK 2nd place	12 points	
2.8 TDK 3rd place	10 points	
2.9 TDK special prize	7 points	
2.10 for an accepted TDK paper	5 points	
3. Other professional, study competitions	max. 20 points	
4. Publications, conferences	max. 50 points	

Scientific activity	Maximum number of points	Required certificate, comment
4.1 Publication in a scientific journal, book or book chapter in Hungarian	20 points	Publication in a scientific journal: the abstract of the publication, proof of publication and the opinion of the department, including a textual evaluation and the score offered. An exception is made if the student is employed by the journal, daily. Points can only be awarded for an article=articles that has/have been already published, even if the article was produced as an activity during the semester.
4.2 Publication in a scientific journal, book or book chapter in a foreign language	30 points	
4.3 Publication in a conference volume in Hungarian	10 points	
4.4 Publication in a conference volume in a foreign language	15 points	
5. Scientific conferences, round tables, scientific events	max. 25 points	
5.1 Organisation of scientific conferences, round tables, scientific events, participation as speaker in Hungarian	10 points	proof of participation A document certifying scientific activity for in-house conferences organised by a student association shall not be submitted.
5.2 Organisation of scientific conferences, round tables, scientific events, participation as speakers in foreign languages	15 points	proof of participation
6. Participation in an institute/department research project	max. 10 points	a recommendation from the head of the relevant institute/department, stamped, signed and dated

- a) The score to be achieved for a valid application for the purposes of evaluation shall be determined by the Assessment Committees, the composition of which shall be set out in the call for applications.
- b) If the student is applying with a co-authored TDK paper or other scientific work, the following scoring applies:
  - ba) if the paper has two authors, the applicant must obtain 70% of the maximum number of achievable points,
  - bb) if the paper has more than two authors, the student may receive the maximum number of achievable points divided by the number of authors.



## 4) General assessment of public affairs and student association activities

Public affairs and student association activities	Maximum score available	Required certificate, comment
1. Student public affairs activity	max. 100 points	Points may be awarded for activities carried out in the Student Union, for work carried out in a dormitory committee, and for work carried out in a student association accredited by the Student Union. For the purposes of considering the certificate issued by a student association, the accreditation category of a student association on the date of the issue of the certificate shall be taken into account. A certificate issued by the competent college for advanced studies or student association may be accepted, dated, stamped and signed by the Head of the given college or student association, which includes a written evaluation and, on that basis, the score offered by the head of the relevant organisation. If it is not stamped, it shall be certified by the Student Union.
1.1 Membership in a student association	max. 40 points	
Student Union	max. 20 points	
"A" category student association	max. 20 points	
"B1" category student association	max. 12 points	
"B2" category student association	max. 8 points	
1.2 Middle management activity in a student association	max. 48 points	
Student Union	max. 40 points	
"A" category student association	max. 40 points	
"B1" category student association	max. 28 points	
"B2" category student association	max. 16 points	
1.3 Senior management activity in a student association	max. 60 points.	
Student Union	max. 60 points	
"A" category student association	max. 60 points	
"B1" category student association	max. 48 points	
"B2" category student association	max. 36 points	

## 5) General evaluation of sports activities

Sports activity	Maximum score available	Required certificate, comment
1. Outstanding sporting activity	max. 100 points	A copy of the certificate of ranking/participation or a signed certificate of participation issued by the organiser(s). In case of active and successful sporting activity*, a certificate from an club/section etc. is required. For students who regularly play for the University sports team, a certificate from the Physical Education and Sport Centre is required.
1.1 Active, successful sporting activity	max. 60 points.	
1.2 For Olympic team membership and 1st-10th place in a World or European Championship	max. 40 points	

\*Active and successful sporting activity is defined as participation in a county, regional and/or national competition within the last 1 year.

6) Professional activity in student association- maximum 100 points available

Student association activity	Maximum score available	Required certificate, comment
1. Other professional activities or course attendance in a college for advanced studies or other organisation accredited by the HÖK for which the student has not received credit.	max. 60 points	For the purposes of considering the certificate issued by a student association, the accreditation category of a student association on the date of the issue of the certificate shall be taken into account. A certificate issued by the competent college for advanced studies or student association may be accepted, dated, stamped and signed by the Head of the given college or student association. If it is not stamped, it shall be certified by the Student Union. A completed course organised by a student association in the semester preceding the application period is acceptable. An official certificate of the content/nature of the course is required. A certificate saved from Neptun will not be accepted. The certificate issued by the organisation offering the course must state the duration of the course and be stamped, signed and dated. 3 points may be awarded per course.
Student Union	max. 30 points	
"A" category student association	max. 30 points	
"B1" category student association	max. 20 points	
"B2" category student association	max. 10 points	
2. A professional (non-linguistic and non-cultural) course in a foreign language for which the student has not received credit.	max. 40 points	A completed course organised by a student association in the semester preceding the application period is acceptable. An official certificate of the content/nature of the course is required. A certificate saved from Neptun will not be accepted. The certificate issued by the organisation offering the course must state the duration of the course and be stamped, signed and dated. 4 points are awarded per course.

7) Criteria for assessing the conditions of stay abroad

a) Based on the minimum amount needed to live at the educational destination

Country:	Score
Iceland, Liechtenstein, Norway, Switzerland, Singapore	100
Australia, Denmark, Finland, Ireland, Israel, Luxembourg, New Zealand, Sweden	90
Austria, Belgium, Canada, France, Germany, Japan, Netherlands, United Kingdom, United States, Argentina	80
Cyprus, Italy, Korea, Spain	70
Chile, Estonia, Greece, Malta, Portugal, Slovenia	60

Brazil, China, Colombia, Croatia, Czech Republic, Latvia, Lithuania, Mexico, Slovakia	50
Albania, Bosnia and Herzegovina, Bulgaria, Montenegro, North Macedonia, Poland, Romania, Russia, Serbia, South Africa	40
India, Indonesia, Turkey	30
Other	considered on an individual basis

- b) Based on the amount of funding awarded to the student taking part in a study abroad scheme

Amount of support/month (EUR)	Score
0-560 euros	100
EUR 561 and above	0

- c) Based on length of stay \*

Month	Score
3	30
4	40
5	50
6	60
7	70
8	80
9	90
10 or more	100

\* for incomplete months, the length of stay is rounded up from the 14th day

## Sample certificate

### i. Scientific activities

Certification of scientific activity for application for Scientific Scholarship (For TDK and OTDK activities, attach the certificates issued there!)	
Student's name:	
Student's Neptun code:	
Semester of student's activities: 2022/2023/2 or the last active semester:	
Name of department/institute /college for advanced studies that issued the certificate:	
Name of the head of the unit that issued the certificate:	
Please evaluate the student's work in the following categories, in text (at least 3-4 sentences for each category). The text evaluation and the evaluation with points belong together, i.e. evaluations expressed in text or points only shall not be accepted. Within an organisation that issued the certificate (multiple categories in the call), multiple activities may be certified.	
1. Research activity (e.g. research under demonstrator activities):	
.....points	Score (max. 10 points):
3. Other professional or study competitions:	
.....points	Score (max. 20 points):
4. Publications, conferences:	
.....points	Score (max. 50 points): Points are given by considering the following: <ul style="list-style-type: none"> <li>• Publication in scientific journal, book or chapter of book in Hungarian language – maximum 20 points</li> <li>• Publication in scientific journal, book or chapter of book in a foreign language – maximum 30 points</li> <li>• Publication in conference book in Hungarian language – maximum 10 points</li> <li>• Publication in conference book in a foreign language – maximum 15 points</li> </ul>

5. Scientific conferences, round-table discussions, scientific events	
.....points	<p>Score (max. 25 points):</p> <p>Points are given by considering the following:</p> <ul style="list-style-type: none"> <li>• Organisation of scientific conferences, round-table discussions, scientific events, participation in Hungarian language – maximum 10 points</li> <li>• Organisation of scientific conferences, round-table discussions, scientific events, participation in English language– maximum 15 points</li> </ul>
6. Participation in an institute/department research project	
.....points	Score (max. 10 points):
<p>This is to certify that the student named above did not receive any remuneration for the activities included in the above categories, in the time period specified on the data form, from the department/institute/college for advanced studies.</p> <p>Budapest, 2023 ..... (month) ..... (day)</p> <p>Name of the head of department/institute/college for advanced studies (in legible format): .....</p> <p>Signature of head of department/institute/college for advanced studies</p>	

- ii. Proof of public affairs and student association activities, sports activities, professional activity in a student association

<b>Proof of general public affairs and student association activities, general sports activities, professional activity in a student association - for the purposes of obtaining a Study Abroad Scholarship</b>	
Student's name:	
Student's Neptun code:	
The semester in which the student performed *public affairs and student association activities or a professional activity in a student association: semester 2 of 2022/2023 or last active semester:..... Semester of sporting activities* .....	
(*For active, successful sporting activities, the results of the last 1 year (in or after the first semester of 2022/23) can be counted.	
Name of the department/institute/college for advanced studies/association/section/student association issuing the certificate:	
Name of the executive issuing the certificate:	
Please provide a written evaluation of the student's work in the following categories (at least 3-4 sentences per category). Text evaluation and score evaluation go hand in hand, i.e. text-only or score-only evaluations are not acceptable.	
1. General evaluation of sporting activities:	
... points	Score (100 points):
2. General evaluation of public affairs activities and activities performed in student associations (Membership/middle management/senior management activities in student associations)	
... points	Score (max 100 points):
3 Professional activity in a student association (other professional activity or course attendance in a college for advanced studiers or another organisation accredited by the HÖK, for which the student has not received credit.)	
... points	Score (max 60 points):
4. Professional activity in a student association (Professional course in a foreign language (other than language, civilisation or culture course) for which the student has not received credit.)	
... points	Score (max 40 points):

I hereby certify that the student has not received any consideration from the department/institute/college for advanced studies/association/section/student association for the activities listed in the above categories during the period indicated on the form.

Budapest, .....(day)..... .....(month) 2023

.....  
Signature of the head of the department/institute/college for advanced studies/association/section/student association