

**Call for applications  
for Scientific Scholarship  
for the students of the University in the first  
semester of academic year 2023/2024**

**The Corvinus University of Budapest**  
**based on Article 30 and Annex 1 of the Regulations on Student Fees and**  
**Benefits call for applications**  
**for Scientific Scholarship**  
**for the students of the University in the first semester of academic year**  
**2023/2024**

- (1) The Scientific Scholarship constitutes a financial benefit which supports the performance of scientific research tasks and encourages scientific activities going beyond the curricular requirements.
- (2) The following shall constitute scientific activities:
  - a. successful participation in a study competition and winning a prize (e.g. Students' Scientific Associations (hereinafter as: TDK), National Conference of Students' Scientific Associations (hereinafter as: OTDK)),
  - b. scientific publication activities,
  - c. other successful scientific activities not included in the above categories.
- (3) The scholarship may be granted to full-time students attending bachelor's programmes or second-cycle or single-cycle master's programmes and having active student statuses.
- (4) It is not possible to apply for the scholarship if the applicant performs any activity for remuneration in employment relation or an activity rewarded in any other way in such relation.
- (5) Results achieved in TDK and/or OTDK competitions in the first semester of academic year 2023/2024, for which the student received cash prizes, shall not be considered in the result of the call for applications.
- (6) Students may apply for the scholarship with their scientific performance achieved in the first semester of academic year 2023/2024.
- (7) The rest of the criteria of the scholarship are included in the annex to this call for applications, based on Annex 1 to the Regulations on Student Fees and Benefits (hereinafter as: RSFB).
- (8) Applications shall be checked and ranked by the Assessment Committee for Scientific Scholarships (hereinafter as: Committee).
- (9) The scholarship is a one-time, lump-sum cash benefit.
- (10) The budget for scholarships for the first semester of academic year 2023/2024 is HUF 10 million.
- (11) The minimum amount granted to the student is HUF 30,000, while the maximum amount is HUF 200,000.
- (12) The application and its annexes shall be submitted in the application form called "Scientific Scholarship 2023/2024/1" available in the Neptun under 'Administration/Applications/Application forms'. **The application period starts at 10.00 a.m., 08. jan 2024. The deadline for the submission of applications is 12:00 p.m. (noon), 12. jan. 2024.** Failure to meet the deadline is subject to a time limit, and no request for verification can be made.
- (13) No deficiency may be made up. No certificates, including corrections or replacements of certificates already submitted, or certificates not previously submitted,

and/or additions to the application may be submitted after the deadline for submission of applications set out in point (12). Incomplete applications will be evaluated on the basis of the documents submitted.

(14) The performed activity shall be described in the application form. This is mandatory in the case of an application created in Neptun, in the interface created for this purpose (it is not enough to refer to the certification). The only exception is the TDK activity, where it is sufficient to attach the certificate. Failure to do so will result in disqualification from the call.

(15) If the student submits a TDK paper co-authored by him/her, he/she is eligible for the following points:

- a. if the paper has two authors, the applicant can get 70% of the maximum points,
- b. if the paper has more than two co-authors, the student can get the maximum eligible points divided by the number of authors.

(16) Certifying documents shall be attached to the application as annexes. In the case of certificates issued in the first semester of academic year 2023/2024 and their uploading, the following order of procedures shall be followed:

The certifying person shall send the statement to be issued for the student from the .....@uni-corvinus.hu e-mail address to the student. The required contents are included in the annex to the call for applications.

When filling in the application form in the Neptun, the student shall attach the above e-mail in PDF format. so that the e-mail address of the person issuing the certificate will also appear on the attachment. (Paper-based certificates, stamped and dated are also acceptable.)

(17) Documents to be attached:

- a. in the case of research activity, the recommendation by the head of the research or the head of the relevant department or institute.
- b. in the case of OTDK and TDK participation, a copy of the certificate proving the place achieved /participation, or a certificate about the participation issued by the organiser, with dates;
- c. publication in scientific journal: the abstract of the publication, the certification about its publishing and the opinion of the relevant department shall be attached, including a text evaluation and the offered number of points. The only exception is when the student is employed by the journal or daily paper. Points shall be granted for actually published articles only;
- d. participation in scientific conferences, round-table discussions, scientific events shall be certified by a document;
- e. in the case of any other scientific activity, the certification of the head of the organisation performing/coordinating the activity about the nature of the scientific activity, the term and the frequency of performing that activity

(18) Certifying documents attached to the application shall be subject to the following provisions:

- a. Certificates shall always contain the student's name, the description of the activity, the section number, the date/period/semester of the performance of the activity.

- b. The certificate should clearly indicate the person and the organisational unit that issued the certificate. Unidentifiable certificates shall not be accepted! If the certificates refer to activities performed outside the first semester of academic year 2023/2024, too, or do not indicate the period of carrying out the activity, do not contain the student's name, ID data, and are not in line with the specified activity, they will not be accepted.
  - c. Documents to be attached to the application shall be accepted only in clearly legible form, scanned, in PDF file format, each of which may not exceed 500 Kb in size. Certificates in Hungarian and English languages may be attached, in the case of other languages, a (non-official) translation shall be attached, too. The application shall not be submitted until the certificates for all specified activities are uploaded.
- (19) Each activity shall be listed only once in the application. For each activity, points shall be awarded only once, except for a paper submitted to the OTDK, as in that case, the paper can be attached twice: first in the TDK category, and then in the OTDK category.
- (20) Applications will be checked and ranked by the Committee. The Committee shall check the compliance with the format and content requirements of the call, and assess the activities completed by the applicant.
- (21) The Committee makes a proposal for the applicant's eligibility or non-eligibility for the scholarship; in the first case, the amount of the grant proposed is defined. In the case of rejection, an explanation shall be provided.
- (22) Based on the proposal of the Committee with detailed explanation, the president of the Committee submits his/her proposal regarding the acceptance/rejection of the applications and the students eligible for the scholarship to the Vice-Rector for Education.
- (23) In the issue of granting scholarships, the Vice-Rector for Education shall make the decisions, considering the opinion of the Vice-Rector for Research.
- (24) An application for legal remedy shall be submitted within 15 days of the communication of the decision to the Student, addressed to the Student Appeals Committee in the Neptun.

Budapest, 06. dec. 2023.

Réka Franciska Vas, PhD sgd.  
Vice-Rector for Education

## Annex

### Assessment considerations

Scientific scholarship	%	Score:
evaluation of scientific activity	100%	100

### Evaluation of scientific activity (max. 100 points)

Scientific activity	Maximum score available:	Required certificate, comment
<b>1. Research activity</b>	<b>max. 10 points</b>	A recommendation from the research leader or the head of the relevant department, stamped, signed and dated
<b>2. TDK, OTDK</b>	<b>max. 60 points</b>	<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 National Conference of Students' Scientific Associations and/or Students' Scientific Association paper, but the total number of points awarded may not exceed 35 and/or 25 points.</p>
<b>OTDK</b>	<b>max. 35 points</b>	
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	
<b>TDK</b>	<b>max. 25 points</b>	
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 TDK accepted paper	5 points	
<b>3. Other professional or study competitions</b>	<b>max. 20 points</b>	
<b>4. Publications, conferences</b>	<b>max. 50 points</b>	
4.1 Publication in scientific journal, book or chapter of book in Hungarian language	20 points	<p>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.</p> <p>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.</p>
4.2 Publication in scientific journal, book or chapter of book in a foreign language	30 points	
4.3. Publication in conference book in Hungarian language	10 points	
4. 4 Publication in conference book in a foreign language	15 points	
<b>5. Scientific conferences, round-table discussions, scientific events</b>	<b>max. 25 points</b>	

Scientific activity	Maximum score available:	Required certificate, comment
5.1 Organisation of scientific conferences, round-table discussions, scientific events, participation as a speaker in Hungarian language	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-table discussions, scientific events, participation as a speaker in foreign language	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 points to be achieved for a valid application shall be determined by the Board of referees for each evaluation, whose composition must be recorded in the call for applications.
- b) If the student submits the application with a TDK dissertation or other scientific work as a co-author, the following points apply
  - i. if the dissertation has two authors, the applicant shall receive 70% of the maximum points,
  - ii. if the dissertation has more than two co-authors, the student can get the maximum eligible points divided by the number of authors.

Only scientific activities performed in the first semester of academic year 2023/2024 shall be considered. Points for the items indicated in the table can be granted only once. The same activity shall not be recognized in multiple categories. On each document certifying scientific activities and attached to the application, the student shall enter and sign which activity in the table is certified with that document. The certifying organisation may certify more than one activity (multiple categories specified in the call) on one form. The scanned version of the original documents containing the scores proposed by the person issuing the certificate, or the pdf version of the certificate sent from the university e-mail address of the teacher shall be uploaded by the applicant when he/she submits his/her application through the Neptun.

## Sample certificate

The sample certificate may be downloaded from the opening interface of Neptun.

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: 2023/2024/1	
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> </ul>

	<ul style="list-style-type: none"> <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 as speaker in Hungarian language – maximum 10 points</li> <li>• Organisation of scientific conferences, round-table discussions, scientific events, participation as speaker in foreign 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, 2024 ..... (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>	