

**Call for applications  
to support participation in short-  
term study mobility for  
the students of the Corvinus  
Doctoral Schools  
for the 2nd semester of the  
2024/2025 and 1st semester of  
the 2025/2026 academic year**

## **Call for applications**

### **To support participation in short-term study mobility for the students of the Corvinus Doctoral Schools for the 2nd semester of the 2024/2025 and 1st semester of the 2025/2026 academic year**

Corvinus University of Budapest (the University), in accordance with Student Requirements Part 4: the Regulation on Student Fees and Benefits (hereinafter referred to as the "RSFB") and Part 9: the Regulation for Participation in Study Abroad (hereinafter referred to as the „RPSA") and the University Doctoral Regulations (UDR), launches call for applications for the doctoral students of the Corvinus Doctoral Schools (hereinafter: CDS) for the support of short-term study mobility in the 2nd (spring) semester of the 2024/2025 academic year and the 1st (autumn) semester of the 2025/2026 academic year.

#### **1. The aim of the call for applications**

Encouraging and supporting doctoral students to participate in short-term mobility programmes abroad, whereby doctoral students can continue their studies abroad, broaden their international experience and improve their foreign language skills, with a contribution towards the costs of their stay.

#### **2. The subject of the call for applications**

This call sets out the conditions for participation in a short-term mobility programme and receive financial support (scholarship) for the applied participation opportunity, regardless of whether the financial support provided by the University is from the Pannónia Scholarship Programme, Maintainer fund or other own revenues.

#### **3. Legal and regulatory background to the call**

The general rules for participation in mobility programmes within the University are set out in the RSFB, RPSA and the UDR. In addition the following applies:

- in the case of the Pannónia Scholarship Programme, the Pannónia Scholarship Programme International Mobility Programme Implementation Guide and the Grant Agreement between Corvinus University of Budapest and Tempus Public Foundation;
- for programmes based on an inter-institutional cooperation agreement (bilateral or multilateral agreement) other than the Pannónia Scholarship Programme, the cooperation agreement concluded by the universities.

The rules for recognition of credits obtained abroad are set out in the Study and Examination Regulations (SER), in the University Doctoral Regulation and the operating rules of the relevant doctoral school in the case of doctoral students.

#### **4. Eligible mobility and purpose**

Short-term study mobility is a mobility with study purposes, primarily with the goal of credit acquisition, to specific abroad destinations where the mobility duration is at least 2 days and maximum 30 days.

The type of mobility can be

- for credit acceptance: participation in a block course, summer university or study trip;
- without credit acceptance: participation in a conference, professional event or study competition, provided that the participation constitutes an active contribution to the professional content of the conference or professional event (e.g. the doctoral student on mobility gives a presentation or workshop at the conference), is related to the student's studies, thus the active participation provides useful and relevant knowledge for the student's academic/professional career and the activity can be recognised as part of the studies. Attendance at conferences as participants only is not eligible.

#### **5. Who is eligible to apply**

- Full-time students in a doctoral programme, from the first semester of studies can apply;
- who has an active student status at Corvinus University of Budapest at the time of submitting the application and during the mobility;
- who has Hungarian citizenship, a registration certificate or a valid temporary or permanent residence permit;
- students who are not Hungarian nationals and who receive a Stipendium Hungaricum scholarship may also apply, but the destination of their study mobility abroad cannot be the country of the nationality (country of origin) of the scholarship holder.

#### **6. Additional application requirements**

- In the case of mobility with credit acceptance, a minimum level B2 complex-type exam is required in the working language of the mobility applied for. If the working language of the mobility applied for is English and the student is studying in an English language programme, it is not necessary to present a level B2 English language complex language examination.

## **7. Eligible duration of mobility**

The mobility period is a minimum of 2 days and a maximum of 30 days, taking place in the 2nd semester of the 2024/2025 academic year or in the 1st semester of the 2025/2026 academic year (ending by 31.01.2026 the latest).

## **8. Potential host institution**

To participate in block course and study trip is possible only at the partner universities of the University. The list of available partner universities can be found at the website.

Participation in summer university programme, study competition, conference or a professional event is possible not only at partner universities.

## **9. Application process**

Application is to be submitted via the Neptun Unified Education Administration System (hereinafter Neptun) by the "E406-Doctoral short-term study abroad mobility scholarship" application form available under the menu Administration / Applications / Application forms by filling out the data, uploading the documents specified in point 10 and submitting the application by the deadline.

## **10. Content of the application document**

### **For study mobility with credit acceptance (block courses, summer university, study trip):**

- a) a letter of acceptance from the foreign host institution, stating the subject, credit value and semester of the student's studies;
- b) if a language exam is required, a document certifying the language exam.

### **For study mobility without credit acceptance (conference, professional event, study competition):**

- a) a letter of acceptance of the foreign hosting institution;
- b) a certificate of professional approval from the Head of the Doctoral School  
**(compulsory template is available on the website);**
- c) in the case of active participation in a conference, a certificate of an accepted abstract or presentation.

## **11. Application period and further conditions**

Applications can be submitted continuously from June 16, 2025 to December 10, 2025, until the available budget is exhausted, however, the submission date is possible no later than 4 weeks before the start of the planned mobility.

No application may be submitted for a mobility that has already been started or ended. A student who has already been awarded an Erasmus+ or Pannónia Scholarship may apply under the conditions above. One application can be supported per semester per student.

According to the Pannónia Scholarship rules, each student can receive a Pannónia Scholarship for a maximum total mobility period of 360 days per level of study, regardless of the number and type of mobility activities. Once applied for and awarded, the duration of the short-term study mobility scholarship can not be extended.

The above submission deadline (4 weeks prior to the planned mobility) are time-barred and late or incomplete applications will not be taken into account in the assessment and will be rejected without any assessment. There is no room for correcting deficiencies or for submitting an application for justification.

## **12. Evaluation of the submitted applications**

The call for application is coordinated by the CDS University Doctoral Office. The Head of International Mobility Programmes shall take the decisions on awarding scholarships, based on the assessment by the Board of Referees. The members of the Board of Referees are the Head of the competent Doctoral School, the Dean of CDS and the Head of the University Doctoral Office.

Students receive official notification of the result in Neptun no later than 1 week after the decision is made.

Applications are assessed in the order of receipt, and students who submit applications that meet the criteria set out in this call for applications receive funding in the order of receipt of their applications, subject to the availability of institutional funding.

Applications will be judged according to the rules set out below:

Applications will be rejected without merit assessment from students who:

1. are not eligible to apply under the criteria set out in points 5 and 6;
2. did not attach the mandatory documents (see section 10) indicated as a condition for the submission of the application, or did not attach it in accordance with the content or form of the call for applications. It is the student's responsibility to check that the uploaded document is not damaged and can be opened and has been uploaded in pdf format.
3. submit their application less than 4 weeks before the start of the planned mobility.

Applicants who provide false or untrue information or make false or untrue declarations during the application procedure will be disqualified.

### 13. The mobility grant

The amount of the scholarship depends on the country of destination and the duration of the scholarship. For short-term study mobility, the following scholarship amounts may be awarded:

Host country	Daily stipend		
	1-10 days	11-20 days	from day 21
<b>Country group I</b> Andorra, Australia, Austria, Belgium, Cook Islands, Denmark, South Korea, United States, United Kingdom, Faroe Islands, Fiji, Finland, France, the Netherlands, Hong Kong, Ireland, Iceland, Israel, Japan, Canada, East Timor, Kiribati, Liechtenstein, Luxembourg, Macao, Marshall Islands, Micronesia, Monaco, Nauru, Germany, Niue, Norway, Palau, Papua New Guinea, Solomon Islands, San Marino, Switzerland, Sweden, Samoa, Singapore, Taiwan, Tonga, Tuvalu, New Zealand, Vanuatu	HUF 35,000 /day	HUF 25,000 /day	HUF 15,000 /day
<b>Country group II</b> Afghanistan, Bangladesh, Belarus, Bhutan, Bosnia and Herzegovina, Bulgaria, Cyprus, Czechia, North Macedonia, Estonia, Georgia, Greece, Croatia, Iraq, Yemen, Cambodia, China, Kyrgyzstan, Kosovo, Laos, Poland, Latvia, Lithuania, Maldives, Malta, Myanmar, Moldova, Montenegro, Nepal, Italy, Russia, Armenia, Armenia, Pakistan, Portugal, Romania, Spain, Sri Lanka, Serbia, Syria, Slovakia, Slovenia, Tajikistan, Turkmenistan, Ukraine, Uzbekistan	HUF 32,500 /day	HUF 22,500 /day	HUF 12,500 /day
<b>Country group III</b> Albania, Algeria, Angola, Antigua and Barbuda, Argentina, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Benin, Bolivia, Botswana, Brazil, Brunei, Burkina Faso, Burundi, Chile, Comoro Islands, Costa Rica, Chad, South Africa, South Sudan, Dominica, Republic of Dominica, Djibouti, Ecuador, Equatorial Guinea, United Arab Emirates, Egypt, El Salvador, Ivory Coast, Eritrea, Ethiopia, The Philippines, Gabon, Gambia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iran, Jamaica, Jordan, Cameroon, Qatar, Kazakhstan, Kenya, Columbia, Congo, Congo Democratic Republic, Central African Republic, Cuba, Kuwait, Lesotho, Lebanon, Liberia, Libya, Madagascar, Malaysia, Malawi, Mali, Morocco, Mauritania, Mauritius, Mexico, Mongolia, Mozambique, Namibia, Namibia, Nicaragua, Niger, Nigeria, Oman, Palestine, Panama, Paraguay, Peru, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, São Tomé and Príncipe, Seychelles, Sierra Leone, Suriname, Saudi Arabia, Senegal, Somalia, Sudan, Swaziland, Tanzania, Thailand, Togo, Turkey, Trinidad and Tobago, Tunis, Uganda, Uruguay, Venezuela, Vietnam, Zambia, Zimbabwe, Cape Verde	HUF 30,000 /day	HUF 20,000 /day	HUF 10,000 /day

Students participating in short-term study mobility may receive a living allowance (as daily stipend) for up to 2 travel days beyond the duration of the mobility, based on an explicit institutional decision. For travel days, living allowance may be granted for up to 1 day before the start of the activity and up to 1 day after the end date of the activity. If it is applied, the supporting documents are supplemented by travel documents confirming the date of travel.

**WARNING!** Applicants should be aware that the Pannónia Scholarship Programme and other available scholarships cover only part of the actual expenses incurred, the difference being covered by the student.

#### 14. Certificate of completion, repayment

Documents proving the participation in the mobility activity and the achievement of the mobility objective, which the student must present to the University within 15 days of the mobility:

- **Credit certificate** (transcript of records) - in the case of completing course with credit value (e.g. a block course or summer university) or
- **Proof of participation:** in the case of a study activity not directly leading to the acquisition of credit, a supporting document issued by the receiving institution/organisation (e.g. a document confirming active participation in the case of active conference, a certificate in the case of a case study competition, or other proof of participation in the absence of such a document)
- **Letter of confirmation/attendance** : mobility duration certificate
- **Student report**
- **Travel document confirming the date of travel** (e.g. flight ticket, train ticket) in case travel day living allowance is granted

Should the student fail to meet the conditions laid down in this section or fails to certify the above requirements within 30 days of the expiry of the 15-day deadline, he/she shall be required to reimburse the entire amount of the grant to the University.

#### 15. Legal remedy

Applicants have the right to appeal against the decision of the Head of the International Mobility Programmes within 15 days from the date of notification or, failing that, from the date of learning about the decision, in accordance with Sections 57-58 of Act CCIV of 2011 on National Higher Education. Legal remedy requests must be submitted through Neptun, addressed to the Student Appeals Committee.

The Student Appeals Committee will make a decision about the request for legal remedy in a procedure conducted according to the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP).

The time limit for administration is thirty (30) days, which does not include the periods specified in subsection 15 (3) of the SSP, especially the period in which administration at university level is suspended (i.e. the period of university shutdown).

This call for applications is published on the University's website and in Neptun.

More information on the application process may be requested at: [phd.office@uni-corvinus.hu](mailto:phd.office@uni-corvinus.hu).

Budapest, June 2025

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