

**Call for applications
Scholarship to support
Corvinus Doctoral School
students to participate in study
visits abroad
1st semester of the academic
year 2024/25**

Call for applications

1st semester of the academic year 2024/2025 Scholarship to support of the Corvinus Doctoral School students to participate in study visits abroad

Corvinus University of Budapest, in accordance with the Student Requirements, Part 4, Section 48 of the Student Fee and Allowance Regulations, invites applications for the first (autumn) semester of the academic year 2024/2025 for the following funding for full-time doctoral students with active student status at the Corvinus Doctoral Schools (hereinafter: CDS).

- (1) The aim of the scholarship is to encourage and support the participation of doctoral students in study trips abroad, whereby - by contributing to the costs of their stay - doctoral students can carry out research work abroad, preferably at a highly prestigious doctoral higher education institution of a given country, in order to prepare their doctoral thesis, broaden their international experience and deepen their foreign language skills.
- (2) The awarded scholarship can be used between the first and last day of the 1st (autumn) semester of the academic year 2024/2025 (according to the academic year schedule), provided that the applicant has an active status during the scholarship period.
- (3) Eligibility criteria: only full-time doctoral students in active status, regardless of whether they are in the full-time (training and research) or the doctoral (research and dissertation) stage of their studies, who
 - a) started in the academic year 2016/2017 or later - in an eight-semester programme - during a maximum of eight semesters, provided that they have successfully completed at least two semesters and at least 60 credits;
 - b) doctoral students who have transferred from another higher education institution may receive the scholarship for the remaining period of the training period specified in the transfer decision, provided that they meet the study requirements specified in a).
- (4) If the conditions set out in paragraph (3) are fulfilled, doctoral students who are not Hungarian citizens and who are recipients of the Stipendium Hungaricum scholarship may also apply, but their home country may not be the destination of the study abroad.
- (5) How to apply:
 - a. You can apply for the grant by filling in the application form "Doctoral Study Abroad Scholarship 2024/25/1" available in Neptun under the menu Administration / Applications / Application Forms / Application Forms to Fill in the Application Form, uploading the required documents and submitting the application by the deadline.
- (6) **Application submission period: June 07 – June 21, 2024. 2 p.m.**
- (7) The application shall include:
 - a) the research plan for the study visit, which is also submitted to the host institution (in Hungarian and in the language used at the host institution),

- b) a brief opinion on the research plan from the programme director/specialisation leader and the topic leader
 - c) a declaration from the foreign host institution¹
 - d) the planned duration of the study visit
 - e) the estimated cost of the study trip.
- (8) Specific conditions for submitting an application:
- a) documenting that the applicant has the necessary level of English and/or the language of the host institution for effective scientific communication, supported by a language certificate, a document certifying that the applicant has given lectures in a foreign language or scientific publications. If these documents are not available, the applicant will be interviewed in a foreign language and will be asked to demonstrate knowledge of the language used in the host institution.
 - b) an undertaking that the applicant will publish the results of his/her research project during the fellowship period at least as a workshop paper within 3 months of returning to the University, and that he/she will provide a statement to this effect to his/her supervisor and submit it in full in electronic format to the University Doctoral Office.
- (9) Application submission deadline: at 12 noon on the 21st of June 2024. Failure to meet the deadline is subject to a time limit. Late or incomplete applications will not be considered by the Evaluation Committee. There is no room for correcting deficiencies or application for continuation.
- (10) The documents to be attached to the application must be in PDF format and must not exceed 500 Kb each. The application cannot be submitted until all documents have been uploaded.
- (11) The application cannot be saved until at least one document has been uploaded.
- (12) The awarding of the scholarship is decided by the Evaluation Committee, which is composed of members of the relevant Doctoral School (hereinafter: DS), the Dean of the CDS and the Head of the University Doctoral Office.
- (13) Ranking criteria:

Criterion	Scoring		
	Research Plan	not appropriate- 0 points	appropriate – 10 points
Previous experience, research in the subject	not relevant – 0 points	relevant- 10 points	very relevant- 20 points

¹ Based on the doctoral student's research plan, the competent department of the host institution abroad will issue a hosting declaration, in which it will name the mentor assigned to the doctoral student during the study visit and his/her position, as well as the infrastructure conditions provided by the mentor (library, office, access to computers, etc.).

Overall impression, professional meaningfulness	not appropriate- 0 points	appropriate- 10 points	very appropriate- 20 points
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- (14) The scholarship is a lump sum and can only be awarded once per doctoral student during the doctoral programme.
- (15) You can apply for a minimum of 1 month and a maximum of 3 months of study abroad. The amount of the scholarship will be determined by the Selection Committee on the basis of the application submitted, taking into account
- A maximum of HUF 300 000 for a study visit of 1 month;
 - A maximum of HUF 400 000 for a study visit of 2 month;
 - A maximum of HUF 500 000 for a study visit of 3 month;
- may be awarded to a particular doctoral student.
- (16) The scholarship holder must declare in his/her application that he/she acknowledges that he/she will fully meet his/her study and credit obligations during the scholarship period and that he/she has held the necessary consultations with the relevant lecturers.
- (17) Applicants must declare in their application that they acknowledge that the Selection Committee has the right to reject their application on the grounds of lack of resources.
- (18) Applicants must also declare which institutional scholarships or grants (e.g. conference participation, translation) they have received in the current and previous semesters.
- (19) If the doctoral student fails to comply with the requirements set out in point 8(b) or fails to provide proof of such compliance within 15 days of the deadline, the full amount of the grant shall be repaid to the CDS.
- (20) This call for applications is published on the University's website, in Neptun and in Corvinus News.
- (21) An appeal is possible within 15 days of notification by submitting a request for a review in Neptun. The Student Appeals Committee shall decide on the remedy within five (5) working days of the receipt of the legal remedy request.
- (22) For more information about the application, please contact **phd.office@uni-corvinus.hu**.

Dr. István Kónya
Corvinus Doctoral Schools
Dean