



# CALL FOR APPLICATIONS

for the University Research Scholarship Programme (Hungarian abbreviation: EKÖP)

announced by *Corvinus University of Budapest*

and financed from the University Research Scholarship Programme funds

2024/2025 academic year

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*17 June 2024.*

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## 1. Interpretative provisions

Any Cooperative Doctoral Programme (Hungarian abbreviation: KDP): the 2020 Cooperative Doctoral Programme, the 2021 Cooperative Doctoral Programme, the 2021 Cooperative Doctoral Programme National Defence Sub-Programme, the 2023 Cooperative Doctoral Programme, the University Research Scholarship Programme Cooperative Doctoral Programme

EKÖP: University Research Scholarship Programme

EKÖP Council: a proposing and decision support body operating on the basis of the Government Decree

EKÖP-KDP: Cooperative Doctoral Programme implemented under the University Research Scholarship Programme

Government Decree: Government Decree 24/2013. (II. 5.) on Excellence in National Higher Education

NRDI Fund: National Research, Development and Innovation Fund

NRDI Office: National Research, Development and Innovation Office

Scholarship holder: an applicant who has been awarded an EKÖP scholarship

Applicant: a person submitting an application for EKÖP

Sponsor: *Corvinus University of Budapest*

## 2. Purpose of the Call for Applications

**2.1.** The Ministry of Culture and Innovation, from the National Research, Development and Innovation Fund (hereinafter: NRDI Fund), through the National Research, Development and Innovation Office (hereinafter: NRDI Office), based on Government Decree 24/2013. (II. 5.) on Excellence in National Higher Education, provides funding to *Corvinus University of Budapest* for the establishment and operation of the University Research Scholarship Programme.

**2.2.** The aim of EKÖP is to ensure the future generations of lecturers and researchers in higher education institutions and to ensure the future generation of researchers and developers for innovative Hungarian enterprises, and to involve the most talented students in activities aimed at fostering talent in higher education.

**2.3.** The calls for applications for scholarships under the Programme, to be announced in 2024, will support student and researcher excellence in higher education by supporting students attending bachelor, master or doctoral programmes, as well as young lecturers and researchers pursuing successful research and creative activities in higher education institutions.

## 3. Legal obligations of higher education institutions

**3.1.** A higher education institution with EKÖP funds is obliged to announce a call for applications for EKÖP scholarships at all academic levels specified in the Government Decree, if it offers such programmes.

**3.2.** Calls for applications for EKÖP scholarships are announced by higher education institutions and are published on the websites of the institutions. The higher education institution will send the calls for applications for EKÖP scholarships to the EKÖP Council for assessment at least 30 days before the calls are announced.

**3.3.** The entire implementation of the electronic application process, in particular the evaluation of applications, the decisions about funding, the preparation of contracts related to the scholarship programme and the payment of the scholarship awarded through the application will be the responsibilities of the higher education institution.

**3.4.** The higher education institution is also responsible for organising an event at least once a year for scholarship holders and former scholarship holders who have already obtained a degree.

**3.5.** The higher education institution will submit a professional and financial report on the above tasks for each academic year by 30 November to the National Research, Development and Innovation Office and to the EKÖP Council. The qualification of the technical and financial report will be taken into account by the EKÖP Council in the definition of the EKÖP budget for the following year.

#### **4. Form and amount of the scholarship**

**4.1.** The grant may be awarded in the form of a scholarship in an application process, and will be paid by the Sponsor to the applicant's bank account specified in the applicant's application.

**4.2.** Based on the Government Decree, the amount of the scholarship is **minimum HUF 125,000/month/person and maximum HUF 250,000/month/person**. The scholarship rates and the programmes, doctoral schools and organisational units are determined on the basis of the table in **Annex 1**.

**4.3.** The scholarship may be awarded for the following period:

- 5 months (1 September 2024 - 31 January 2025)
- 10 months (1 September 2024 - 30 June 2025)
- 12 months (1 September 2024 - 31 August 2025)

**4.4.** The grantee status will be terminated upon the termination of the status serving as the basis of eligibility during the scholarship period or on the last day of the semester in which the absolution is obtained.

#### **5. Eligibility criteria, application categories**

Applications for this scholarship are open to natural persons who meet all the following requirements, are under 45 years of age and have outstanding scientific and/or professional and/or academic performance. The age limit condition may be waived by the Rector if there are special circumstances worthy of consideration.

##### **5.1. Bachelor programme category**

- active student status in any of the University's bachelor programmes in **any delivery mode<sup>1</sup>** and

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<sup>1</sup> daytime, correspondence, evening, remote course

- the applicant's supervisor must be a person employed by the University
- **the applicant's *expected average academic performance at the time of submitting the application***

*For students currently in higher education, the credit-weighted average academic performance in the last semester available at the time of submitting the application must be at least 4.00*

*For prospective students starting their higher education studies: have an average academic performance of at least 4.00 in the last completed semester of secondary education;*

## 5.2. Master programmes

- active student status in any of the University's master programmes ***in any delivery mode***<sup>2</sup>, and
- the applicant's supervisor must be a person employed by the University
- **the applicant's *expected average academic performance at the time of submitting the application***

*for students currently in higher education, the credit-weighted average academic performance in the last semester available at the time of submitting the application must be at least 4.00*

- **At the time of submitting an application, an additional condition** is a previously prepared paper for the Students' Scientific Association (Hungarian abbreviation: TDK), presented by the applicant at a TDK conference

## 5.3. Doctoral programmes

- active doctoral studies in any of the University's doctoral programmes ***in any delivery mode***<sup>3</sup>

## 5.4. In the category of young lecturer, researcher

- carry out teaching and/or research activities in one of the organisational units listed in Annex 1, and
- have an absolution from a doctoral programme, but no degree yet, or obtained a degree within the past 5 years<sup>4</sup>, and
- during the scholarship period, **lecturer or researcher status or other employment relationship**<sup>5</sup> will be held at the Corvinus University of Budapest. In the case of applicants who are not employed yet, a signed letter of intent from the head of the institute or research organisation regarding future employment or other legal status must be attached to the application.

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<sup>2</sup> daytime, correspondence, evening, remote course  
daytime

<sup>4</sup> Based on Section 10 (2) of Government Decree 24/2013. (II. 5.) on Excellence in National Higher Education, regarding the period specified in paragraph (1) d), if the conditions specified in Section 45 (2) of Act CCIV of 2011 on National Higher Education (hereinafter: National Higher Education Act), exist, the higher education institution may exercise equity.

<sup>5</sup> Teaching or research activities carried out **at Corvinus University of Budapest on the basis of an engagement contract** may be accepted as other employment relationships. The engagement contract will comply with the requirements of the relationship between the Sponsor and the applying researcher, as set out in the Call for Applications.

- ***an additional condition is that at the time of submitting the application***, the applicant must have at least one publication of up to 4 authors, listed below and recorded in MTMT<sup>6</sup>, thus ensuring the high quality of the research

*In the Scimago Journal Ranking database a publication in a journal with **Q2 rank** in at least one category*

**5.5. Eligibility criteria must be met from the first day of the scholarship period, *except for conditions for which the Sponsor specifies that the applicant must meet them already at the time of submitting the application.*** For each type of application, an additional condition is that at the time of setting up the grantee status, applicants must be able to certify their status that makes them eligible applicants.

## 6. Grounds for exclusion

**6.1.** No scholarships will be awarded to applicants if:

- it can be established that at the time of submitting their application, they supplied untrue, false or misleading information or made such statements, which have a material influence on the decision about the grant,
- they receive any KDP scholarship during the period of the EKÖP scholarship,
- they fail to make the statements or to submit the documents as set out in the call for applications or as conditions for the conclusion of the grant contract, or withdraw their earlier statements,
- they made the decisions about grants or participated as decision support persons in making the decision about the grant,
- through no fault of their own, they have not fulfilled, or have only partially fulfilled the terms of their scholarship contracts in relation to a grant from a sub-system of the state budget, within three calendar years preceding the submission of the application,
- they receive funding from other sources (e.g. OTKA (Hungarian Scientific Research Fund), V4 Grant, etc.) for the research activities undertaken in the present research plan during the scholarship period and do not withdraw from them. If the scholarship holder has been awarded more than one scholarships, he/she must choose between the scholarships and may only use one.

**If the applicant is not able to fulfil the commitments made in the 2024 EKÖP application, he/she will not be entitled to submit another EKÖP application in the year following the year of the award won.**

**6.2.** Applications will not be supported if their implementation or the manner or the result of their implementation would be as follows:

- it constitutes an offence or an incitement to commit an offence,
- it violates a fundamental human or constitutional right,

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Articles published in journals maintained by the MDPI, Frontiers and Plos publishers are not eligible for consideration.

- it is prejudicial to the dignity of the nation, national, ethnic, linguistic or other minorities, as well as to the dignity of other nations and other fundamental interests of society, in particular public order, public morals, the protection of families and minors.

**6.3.** In the case of winning both the EKÖP and the EKÖP-KDP scholarships, the scholarship holder will receive the scholarship of his/her choice.

## **7. Implementation of the call for applications**

**7.1.** The planned total budget available for supporting calls for applications in the 2024/2025 academic year is HUF **203.499 377 Ft** which contains the 20 % institutional support.

**7.2.** The applications submitted will be evaluated by experts appointed by the Rector, using a scoring system for the applications according to the criteria and in the manner specified in this call for applications. Based on the ranking of the evaluated applications, the Rector will decide on the awarding of the scholarships no later than ***31 August 2024***.

**7.3.** Based on professional considerations, the Rector may deviate from the ranking defined in the peer review (e.g. in line with the strategic goals of the institution - Institutional Development Plan, priority discipline, priority research topic).

**7.4.** The institution will publish the decision on the grant on its website.

**7.5.** It is the responsibility of the Sponsor to rate, accept or reject the final professional reports of scholarship holders.

## **8. Scholarship period**

**8.1.** Scholarship period: the period specified in Section **4.3** of the call for applications.

**8.2.** The successful applicant may, at his/her own responsibility, start the implementation of the contents of his/her application earlier, before the decision about the grant is made. The length of the scholarship period and the start and end dates are not affected by the earlier start of the implementation of the activities included in the application.

## **9. Submission of applications**

**9.1.** Applications are expected between ***20 June 2024 and 07 July 2024***.

**9.2.** The scholarship is an individual grant, so applications must be submitted individually.

### ***9.3. Method and place of submitting applications:***

the application documentation described in Section 12 must be submitted to one of the thematic e-mail addresses listed below:

- **in the case of bachelor programme:** [ekop\\_alap@uni-corvinus.hu](mailto:ekop_alap@uni-corvinus.hu)
- **in the case of master programme:** [ekop\\_mester@uni-corvinus.hu](mailto:ekop_mester@uni-corvinus.hu)
- **in the case of doctoral programme:** [ekop\\_doktori@uni-corvinus.hu](mailto:ekop_doktori@uni-corvinus.hu)
- **young lecturers and researchers:** [ekop\\_fiatal\\_akt\\_kut@uni-corvinus.hu](mailto:ekop_fiatal_akt_kut@uni-corvinus.hu)

The above e-mail addresses are only for sending (saving) the application documentation. All correspondence and requests for information concerning the application should be sent to the contact e-mail address given in Section 23.

## 10. Mandatory commitments

### 10.1. In each category, applicants agree to:

- carry out research activities under the supervision of a supervisor<sup>7</sup> (or independently in young lecturer, researcher category) during the scholarship period, and make the results of their scientific research and development work available to the Sponsor during the scholarship period,
- attend the EKÖP conference of the institution;
- assist the students of the higher education institution in catching up, and participate in fostering student talent, and
- promote the results of their research activities.

### 10.2. In the bachelor programme category:

- during the scholarship period, prepare a thesis related to the research plan and present it at the Students' Scientific Association (TDK) conference organised by **Corvinus University of Budapest**,
- present the results of the research activities carried out during the scholarship period at an EKÖP event within the institution and at an external (national/international) conference or other professional event, and
- ***produce a TDK thesis proposed for participation at least in the National Conference of Students' Scientific Associations or submit to a publisher*** a publication of at least one of the categories listed below<sup>8</sup> (co-authored publications are also accepted)

*In the case of publications in Hungarian, journals of category C or D accepted by the Doctoral Qualification Committee of Department IX of Economics and Law of the Hungarian Academy of Sciences in its journal list<sup>9</sup> or*

*In the case of publications in English, journals rated Q4 in at least one category in the Scimago Journal Ranking database*

### 10.3. In the master programme category:

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<sup>7</sup> A person with a lecturer, researcher or other employment relationship, who is engaged in teaching or research activities in the field of the discipline covered by the scholarship holder's research plan. If required, the Students' Scientific Association (TDK) networks of higher education institutions will help in the selection of the supervisor. Their contact data can be found at <https://otdk.hu/intezmenyeknek/tdt-felelos>.

Articles published in journals maintained by the MDPI, Frontiers and Plos publishers are not eligible for consideration.

<sup>9</sup> If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.



- during the fellowship period, prepare a thesis related to the research plan and present it at the Students' Scientific Association (TDK) conference organised by **Corvinus University of Budapest**,
- present the results of the research activities carried out during the scholarship period at an EKÖP event within the institution and at an external (national/international) conference or other professional event,
- if, during the scholarship period, taking advantage of the possibility offered in Section 53 (3a) of the Act on national higher education, he/she participates in preparations forming parts of the doctoral programme, in parallel with the final year of a master programme, he/she undertakes to
  - complete minimum four credits per semester that can be recognised in doctoral studies;
  - apply for a doctoral programme,
  - pass the doctoral admission examination.
- produce a thesis proposed for participation at least in the National Conference of Students' Scientific Associations **or** submit to a publisher a publication of at least the following categories <sup>10</sup>(co-authored publications are also accepted)
 

***In the case of publications in Hungarian, journals of category A or B accepted by the Doctoral Qualification Committee of Department IX of Economics and Law of the Hungarian Academy of Sciences in its journal list<sup>11</sup> **or*****

***In the case of publications in English, a journal rated Q3 in at least one category in the Scimago Journal Ranking database***
- or the creation of an application/software solution that enables the practical application of research results

#### 10.4. In doctoral programme category:

- carry out additional research activities beyond the research required for doctoral studies<sup>12</sup>,
- submit at least **one** scientific publication in the following categories to at least one publisher<sup>13</sup>

*A Scimago Journal Ranking database publication in a journal ranked Q2 in at least one category*
- **or** the development of an application/software solution that enables the practical application of research results

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<sup>10</sup>Articles published in journals maintained by the MDPI, Frontiers and Plos publishers are not eligible for consideration.

<sup>11</sup> If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.

<sup>12</sup> Research funded under the scholarship may be related to the research work required by the doctoral studies, but must be additional research activity that can be clearly distinguished from the former.

<sup>13</sup>Articles published in journals maintained by the MDPI, Frontiers and Plos publishers are not eligible for consideration.

- present the results of the research activities carried out during the scholarship period at an internal EKÖP event and at external (national/international) conferences and other professional events,

#### 10.5. In the category of young lecturer, researcher:

- submit at least **one** scientific publication in the following categories<sup>14</sup> to a publisher

*In the Scimago Journal Ranking database a journal rated **Q1** in at least one category*

- present the results of the research activities carried out during the scholarship period at an EKÖP event within the institution and at an external (national/international) conference or other professional event,
- a candidate with a doctoral degree undertakes to participate in a research/development /innovation project related to his/her work (CORVINUS is listed as the administrative institution in the project) **or**
- develop an application/software solution/patent enabling the practical application of the research results

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Articles published in journals maintained by the MDPI, Frontiers and Plos publishers are not eligible for consideration.

## 11. Evaluation criteria

### 11.1 Bachelor programme evaluation criteria

|  |                |
|--|----------------|
| <p><b>Research plan</b></p> <p><i>the elaboration and feasibility of the research plan, the scientific relevance and novelty of the topic, the direct utility and usefulness of the research results</i></p> <p><i>the applicant's CV (with particular reference to the applicant's excellence in the field of innovation)</i></p>   | max. 40 points |
| <p><b>Average academic performance:</b></p> <p><b>(Credit-weighted average academic performance of the last semester available at the time of submitting the application (for a prospective first-year student, the average of the last semester in high school), pro-rated above 4.75)</b></p>  | max. 20 points |
| <p><b>Other activity carried out outside the student association, at the Corvinus University of Budapest.</b></p> <p>Recommendation by institute/department, description of the performance of the task</p> <p>Maximum two activities can be considered. The maximum number of points awarded for each activity is 10, depending on the professional quality of the activity and the student's contribution.</p>           | max. 20 points |
| <p><b>Result achieved at a study competition of Corvinus University of Budapest</b></p> <p>Maximum to 2 competition results can be taken into account.</p> <p>First place: international competition - 20 p, domestic competition - 10 p<br/>         Second place: international competition - 10 p, domestic competition - 5 p<br/>         Third place: international competition - 6 p, national competition - 3 p</p> | max. 20 points |

### 11.2 Master programme evaluation criteria

|  |                |
|--|----------------|
| <p><b>Research plan</b></p> <p><i>the elaboration and feasibility of the research plan, the scientific relevance and novelty of the topic, the direct utility and usefulness of the research results</i></p> <p><i>the applicant's CV (with particular reference to the applicant's excellence in the field of innovation)</i></p>   | max. 40 points |
| <p><b>Previous National Conference of Students' Scientific Associations (OTDK) results:</b></p> <p>(Pro Scientia gold medal 20 points, OTDK 1st place 10 points, OTDK 2nd place 8 points, OTDK 3rd place 5 points), maximum 2 results can be taken into account</p>  | max. 20 points |
| <p><b>Previously published or submitted publications<sup>15</sup>:</b></p> <p>Published 20 points<br/>Submitted 10 points</p> <p>For publications of submitted status, proof of submission must be provided (e.g. by a certificate from the publisher/editor)</p>  | max. 20 points |
| <p><b>Result achieved at a study competition of Corvinus University of Budapest</b></p> <p>Maximum to 2 competition results can be taken into account.</p> <p>First place: international competition - 20 p, domestic competition - 10 p<br/>Second place: international competition - 10 p, domestic competition - 5 p<br/>Third place: international competition - 6 p, national competition - 3 p</p> | max. 20 points |

<sup>15</sup> It is enough for applicants to be co-authors only, not first and/or corresponding authors. In the Doctoral Programme and Young lecturer, researcher categories, publications can only be considered if they are recorded in the MTMT and the applicant collects the publications to be considered in a special template.

### 11.3 Doctoral programme evaluation criteria

|  |                |
|--|----------------|
| <p><b>Research plan</b></p> <p><i>the elaboration and feasibility of the research plan, the scientific relevance and novelty of the topic, the direct utility and usefulness of the research results</i></p> <p><i>the applicant's CV (with particular reference to the applicant's excellence in the field of innovation)</i></p> | max. 40 points |
| <p><b>Previous National Conference of Students' Scientific Associations (OTDK) results:</b></p> <p>(Pro Scientia gold medal 20 points, OTDK 1st place 10 points, OTDK 2nd place 8 points, OTDK 3rd place 5 points), maximum 2 results can be taken into account</p>  | max. 20 points |
| <p><b>Previously published publications<sup>16</sup>:</b></p> <p>Category I publication<sup>17</sup>: 15 points/piece<br/>         Category II publication<sup>18</sup>: 12 points/piece<br/>         Category III publication<sup>19</sup>: 10 points/piece<br/>         Category IV publication<sup>20</sup>: 5 points/piece</p> | max. 30 points |
| <p><b>Continued New National Excellence Programme (Hungarian abbreviation: ÚNKP):</b></p> <p>(If you have a successful ÚNKP application submitted in the year preceding the year of submitting your application)</p>   | max. 10 points |

<sup>16</sup> It is enough for applicants to be co-authors only, not first and/or corresponding authors. In the Doctoral Programme and Young lecturer, researcher categories, publications can only be considered if they are recorded in the MTMT and the applicant collects the publications to be considered in a special template.

<sup>17</sup> A Scimago Journal Ranking [database](#) publication in a journal rated **Q1** in at least one category

<sup>18</sup> A Scimago Journal Ranking [database](#) publication in a journal rated **Q2** in at least one category

<sup>19</sup> **In the case of publications in Hungarian**, publication in a journal of **category A or B** accepted by the Doctoral Qualification Committee of Department IX of Economics and Law of the Hungarian Academy of Sciences in its [journal list](#). If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.

or

**For publications in English**, a Scimago Journal Ranking [database](#) publication in a journal rated **Q3** in at least one category.

<sup>20</sup> **In the case of publications in Hungarian**, publication in a journal of **category C or D** accepted by Doctoral Qualification Committee IX of the Department of Economics and Law of the Hungarian Academy of Science in its [journal list](#). If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.

or

**In the case of publications in English**, a Scimago Journal Ranking [database](#) publication in a journal rated **Q4** in at least one category.

### 11.4 Young lecturer, researcher evaluation criteria

|  |                |
|--|----------------|
| <p><b>Research plan</b></p> <p><i>the elaboration and feasibility of the research plan, the scientific relevance and novelty of the topic, the direct utility and usefulness of the research results</i></p> <p><i>the applicant's CV (with particular reference to the applicant's excellence in the field of innovation)</i></p> | max. 40 points |
| <p><b>Previous National Conference of Students' Scientific Associations (OTDK) results:</b></p> <p>(Pro Scientia gold medal 10 points, OTDK 1st place 5 points, OTDK 2nd place 3 points, OTDK 3rd place 1 point), maximum 2 results can be taken into account</p>  | max. 10 points |
| <p><b>Previously published publications<sup>21</sup>:</b></p> <p>Category I publication<sup>22</sup>: 15 points/piece</p> <p>Category II publication<sup>23</sup>: 10 points/piece</p> <p>Category III publication<sup>24</sup>: 5 points/piece</p> <p>Category IV publication<sup>25</sup>: 0 point/piece</p>                     | max. 30 points |
| <p><b>Participation in Calls for Applications</b></p> <p>Participation in a previously submitted research proposal involving Corvinus University of Budapest. Here it is sufficient to have been a member of the research team.</p> <p>(Certification)</p>   | max. 10 points |
| <p><b>Continued New National Excellence Programme (Hungarian abbreviation: ÚNKP):</b></p> <p>(If you have a successful ÚNKP application submitted in the year preceding the year of submitting your application)</p>   | max. 10 points |

<sup>21</sup> It is enough for applicants to be co-authors only, not first and/or corresponding authors. In the Doctoral Programme and Young lecturer, researcher categories, publications can only be considered if they are recorded in the MTMT and the applicant collects the publications to be considered in a special template.

<sup>22</sup> A Scimago Journal Ranking [database](#) publication in a journal rated **Q1** in at least one category

<sup>23</sup> A Scimago Journal Ranking [database](#) publication in a journal rated **Q2** in at least one category

<sup>24</sup> **In the case of publications in Hungarian**, publication in a journal of **category A or B** accepted by the Doctoral Qualification Committee of Department IX of Economics and Law of the Hungarian Academy of Sciences in its [journal list](#). If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.

or

**In the case of publications in English**, a Scimago Journal Ranking [database](#) publication in a journal rated **Q3** in at least one category

<sup>25</sup> **In the case of publications in Hungarian**, publication in a journal of **category C or D** accepted by the Doctoral Qualification Committee of Department IX of Economics and Law of the Hungarian Academy of Sciences in its [journal list](#). If the journal is listed in several ranking lists of the Hungarian Academy of Science, including the list of scientific section IX (Economics and Law), the rank of Economics and Law is the relevant. If the journal is not listed in Economics and Law, the researcher's scientific section's ranking list is relevant.

or

**In the case of publications in English**, a Scimago Journal Ranking [database](#) publication in a journal rated **Q4** in at least one category

## 12. Documents to be submitted:

### 12.1 Mandatory documents fully completed in Hungarian or in English

- Research plan
- Application form
- Applicant's statement (*with the applicant's signature/authentication*)
- Supervisor's statement (*with the supervisor's signature / authentication*)
- a professional CV describing the applicant's scientific achievements

Expectations regarding manually or electronically signed documents:

- a document authenticated by using a document authentication service facilitating identification (Client Gate AVDH, on the <https://nizavdh.gov.hu/index> website) or by using the Client Gate or any other secure qualified electronic signature service, or
- a scanned format of a printed and hand-signed document is acceptable

### 12.2 Other documents to be submitted depending on the category applied for

- for students starting bachelor or master programmes in higher education:
  - certificate of academic performance (EXCEPT for current CORVINUS students for whom the information is provided by CORVINUS)
  - Certificate of a paper presented at a Students' Scientific Association (TDK) conference (related to the requirement for the master programme category)
- publication record (mandatory attachment in doctoral, young lecturer, researcher categories)
- Publication eligibility condition supporting document (mandatory attachment in the category of young lecturer, researcher)

### 12.3 Documents supporting the applicant's scientific merit according to the evaluation criteria (if available to the applicant)

- Documentation describing and acknowledging scientific activity carried out in the 5 years preceding the submission of the application, **such as**
  - document<sup>26</sup> proving the OTDK place/Pro Scientia gold medal, or, in the lack of that, proof of participation in a TDK event that at least qualifies for OTDK participation
  - certification of result achieved in university study competition
  - a certificate of a ÚNKP scholarship awarded in the year preceding the application
  - previously submitted or published publication(s)
  - Research group's certification of participation in a research project involving Corvinus University of Budapest
  - Other activity carried out outside the student association, at the Corvinus University of Budapest.  
(Recommendation by institute/department, description of the task)

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<sup>26</sup> In the case of the Young Researcher category, it can be considered without time limit.

12.4 In the case of a document in a foreign language (other than English), please submit a certified Hungarian translation in electronic format, too<sup>27</sup>.

The Sponsor may carry out random checks of the original document for verification purposes.

**12.5 Documents submitted electronically will be accepted in the following format/extension:  
PDF**

### **13. Supervisor's responsibilities:**

**13.1.** During the scholarship period, the supervisor is responsible for providing professional assistance in the implementation of the scholarship holder's research plan, maintaining regular contact with the scholarship holder for the performance of the research activity, and for preparing a consultation sheet. In addition, a peer review by the supervisor is part of the professional final report of the scholarship holder.

**13.2.** As part of his/her duties, the supervisor is required to consult the scholarship holder in person/online at least once in a month to provide professional support for his/her research, and to issue a consultation form signed by the scholarship holder, too, to be attached to the scholarship holder's final report.

**13.3.** The supervisor is not entitled to any remuneration under the EKÖP budget.

### **14. Use of the scholarship, rules of reporting**

**14.1.** The full amount of the scholarship can be used freely without any obligation to give account of it.

**14.2.** Following the last day of the scholarship period stipulated in the scholarship contract, ***within a specified number of days***, the scholarship holder must submit a detailed **professional final report** to the Sponsor on the implementation of the mandatory commitments set out in the Call and the tasks set out in the research plan.

**14.3.** The Sponsor will qualify the professional final report by ***31 October 2025*** at the latest.

### **15. Method of financing the scholarship**

**15.1.** The Sponsor will sign contracts with the scholarship holders (hereinafter: Scholarship Contract), in which it stipulates the conditions and rules of providing the scholarship. The disbursement of the scholarship to the scholarship holders may start after the signing of the scholarship contracts. The Scholarship Contract can only be concluded if the scholarship holder has a tax identification number.

**15.2.** The scholarship holder is aware that pursuant to Act CXVII of 1995 on Personal Income Tax, Annex 1, Sections 4.12.1. c), 4.12.2. and 4.12.3., the scholarship paid to him/her is - according to Hungarian law - an income exempt from personal income tax.

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<sup>27</sup> Certified translation prepared by the Hungarian Office for Translation and Attestation Ltd. (OFFI).



**15.3.** In order to receive the scholarship, the applicant must have a bank account with a Hungarian financial institution no later than the date of the conclusion of the scholarship contract and until the end of the scholarship period.

## **16. Formal verification of the validity of the application, correcting deficiencies**

**16.1.** It is the Sponsor's responsibility to receive the applications and check their format.

**16.2.** After the receipt of the application, *at the latest by 25 July 2024*, the Sponsor informs the applicant about the receipt of the application and the commencement of its evaluation, or, in the case of rejection without evaluation, about the reason for the rejection and *the method of submitting an objection*.

If the same applicant submits several applications under this Call, the application submitted later will be rejected without effective evaluation (regardless of the outcome of the first application submitted).

**16.3. In the following cases, it is not possible to correct deficiencies, the application will be rejected without any evaluation:**

- the applicant does not meet the requirements set out in point 5,
- the application is illegible, or it contains false or misleading information,
- the application was not submitted by the eligible person himself/herself
- the applicant has not submitted the mandatory documentation as specified in Section 12.1 of the Call for Applications, **and/or** has not submitted it in the manner specified in Section 12.1.

### **16.4. Correcting deficiencies**

If, during the formal check of the application, the Sponsor finds that the application is incomplete, but the deficiencies can be remedied by adding certain items, and the application can be made formally correct (**taking into account the cases in Section 16.3, which exclude any additions/corrections**), the Sponsor will invite the applicant, on one occasion, to remedy the deficiencies by means of an electronic notification sent to the e-mail address indicated in the Application Form, indicating the errors, the deficiencies and the manner in which they could be remedied, and specifies a deadline of maximum *5 working days* following the date of notification.

### **16.5. The application is invalid, if**

- the applicant has not remedied the deficiencies in the context of a call for correcting deficiencies or has not remedied them in the manner specified in the call for correcting deficiencies or has not remedied them by the deadline specified in the call for correcting deficiencies. In the case of an invalid application, the Sponsor will declare the application invalid and notify the applicant electronically of the rejection of the application without further examination, stating the reason for the invalidity,

**16.6.** The Sponsor will inform the applicant about the result of the formal check of the application no later than *25 July 2024*.

## **17. The evaluation process**

**17.1.** At the request of the applicant, the Sponsor will provide electronic access to the evaluations, while preserving the anonymity of the evaluators.

**17.2** In the case of applications from bachelor, master and doctoral students or prospective students and from young lecturers and researchers, **experts** are invited by the designated staff (the EKÖP administrator under the guidance of the EKÖP coordinator of the institution), based on the guidance of the Vice-Rector for Research.

The University will set up expert committees of invited experts.

Each application will be evaluated by at least two experts from the invited expert committee. The average of the scores of the two experts' opinions will be the evaluation of the application. All experts are required to declare any conflict of interest in writing on the evaluation form at the time of evaluation.

Following the preliminary evaluation phase, the experts' committee will propose a preliminary ranking for the Rector, it being understood that the Rector may deviate from the ranking on professional grounds. The decision will be made by the Rector.

## **18. Renunciation or suspension of scholarship, termination of grantee status, other provisions**

### **18.1. Renunciation**

If the applicant or the scholarship holder renounces his/her scholarship, he/she must immediately inform the Sponsor in writing. From the first day of the month in which the notice of renunciation is given, the scholarship holder is not entitled to the scholarship and the scholarship cannot be paid to him/her, and if the scholarship is paid, the scholarship holder must return the scholarship used without authorisation to the Sponsor without any special notice within 30 days of the renunciation. Within 30 days of the date of the notice of renunciation, the scholarship holder must submit a professional final report to the Sponsor, which the Sponsor will evaluate by inviting supporting experts. If the report is not submitted by the scholarship holder or the report and the reasons for the renunciation are not accepted by the Sponsor, the latter may propose that the scholarship holder is excluded for three years. In addition, the Sponsor may establish the unauthorised use of the grant in connection with previous payments of the grant. In the event of the unauthorised use of the grant, the amount to be repaid is the amount of the grant unlawfully used by the scholarship holder. The Sponsor will reclaim any wrongfully paid scholarship from the scholarship holder.

### **18.2. Suspension**

If a permanent illness, pregnancy, birth of a child, extended stay abroad or other reasonable grounds prevent the implementation of the submitted application in its original form, or if the scholarship holder's student status is suspended (passive semester), but he/she intends to continue his/her research, he/she may suspend his/her grantee status during the term of the scholarship for a period of at least 2 months and maximum 5 months (no fraction of a month is possible). The application for the suspension of the grantee status and the amended research plan attached to it, together with the documents supporting the reasons for the suspension, must be submitted to the Rector, and the

Sponsor will decide on the matter, if necessary with the assistance of experts. If the scholarship holder suspends his/her grantee status, he/she is not entitled to receive the scholarship during the suspension. If the scholarship has been paid for the period of suspension, the scholarship holder must return it to the Sponsor within 30 days without any further notice. The period of the suspension of the grantee status does not extend the duration of the grantee status.

### **18.3. Termination of the grantee status**

#### **18.3.1. Inadequate performance**

If the scholarship holder fails to comply with the terms of the scholarship contract, or complies with them improperly, the Sponsor may decide to withdraw the grant and may declare that the previous payments were used without authorisation. In the case of unauthorised use, the scholarship holder is obliged to repay the wrongly disbursed amount of the grant. Any scholarship used without authorisation will be recovered from the scholarship holder by the Sponsor. The grantee status will be terminated on the day of the written notification about the Sponsor's decision to withdraw the grant, within 30 days of which the researcher must submit a professional final report on the implementation of the research activity to the Rector, to be evaluated by the Sponsor by inviting experts.

#### **18.3.2. Termination of the underlying status**

If the scholarship holder ceases to be eligible for a scholarship during the scholarship period, his/her grantee status and, consequently, the payment of the scholarship will be terminated. The scholarship holder is not entitled to the scholarship from the first day of the month in which the underlying status is terminated. The wrongly paid grant must be repaid by the scholarship holder to the Sponsor. Within 30 days of the date of the termination of the legal relationship on which the entitlement is based (also the date of termination of the grantee status), the scholarship holder submits a final report on the research to the Rector, and that is evaluated by the Sponsor with the assistance of experts.

### **18.4. Change of higher education institution and/or change of faculty or study programme within a higher education institution**

It is not possible to change the higher education institution or the faculty or the study programme within a higher education institution during the scholarship period. If the scholarship holder changes the higher education institution, the faculty or the study programme within the scholarship period, his/her grantee status will be terminated, he/she will not be entitled to the scholarship from the date of the institution's decision on the change of institution, faculty or study programme becoming final. Within 30 days of the date of the termination of the grantee status (the date of the institution's decision becoming final), the scholarship holder will submit a professional final report on the research to the Rector, and that will be evaluated by the Sponsor by inviting experts.

## **19. Accounting of the institutional grant**

The higher education institution's accounts are governed by the provisions of the grant award document issued by the NRDI Office to the higher education institution.

## 20. Publicity

In their communications and publications, scholarship holders must include the name of the University Research Scholarship Programme, the name of the Ministry of Culture and Innovation and the name of the National Research, Development and Innovation Fund and , if the form of communication allows, its official graphic logo. The logo can be downloaded from the following website: [www.nkfi.gov.hu](http://www.nkfi.gov.hu).

## 21. Other conditions

By signing the relevant statements, the applicant and the supervisor consent to the processing of their personal data by the Sponsor, the Ministry of Culture and Innovation and the National Research, Development and Innovation Office as set out therein.

## 22. Complaint management

**22.1.** No appeal for legal remedy may be lodged with any other body against the decision about the grant.

Objections to the Sponsor's decision can be filed once, **within 10 days** of the notification . The scanned request must be sent to the Rector of Corvinus University of Budapest in e-mail to the [rektor@uni-corvinus](mailto:rektor@uni-corvinus.hu) address, with a copy to the [unkp\\_bce@uni-corvinus.hu](mailto:unkp_bce@uni-corvinus.hu) address. The request must include the name of the applicant, the title of the application submitted and the reasons for objecting to the decision taken in relation to it.

## 23. Further information

**23.1.** The Call for Applications and its annexes together constitute the application documentation and contain all the conditions necessary for the submission of an application.

**23.2.** The application package documents can be downloaded from the *Corvinus University of Budapest interface*:

*<https://www.uni-corvinus.hu/main-page/life-at-corvinus/scholarship/university-research-fellowship-in-hungarian-ekop/?lang=en>*

**23.3.** For further information on the call for applications, please contact :

*Contact data (e-mail, phone number)*

Email: [unkp\\_bce@uni-corvinus.hu](mailto:unkp_bce@uni-corvinus.hu)

By phone: +36 (1) 482-7721 Mon-Fri 09:00-15:00; Fri 09:00-12:00

## **Annexes**

1. Supported programmes, doctoral schools and organisational units
2. Research plan
3. Application form
4. Applicant's declaration
5. Supervisor's declaration
6. Scholarship contract
7. *Academic professional CV (recommendation)*
8. *Publication data sheet*
9. *Publication eligibility condition support*

## 1. Annex: Supported programmes and organisational units

| <i>Bachelor programme category</i>   |                               |                           |
|--|-------------------------------|---------------------------|
| Name of programme / Organisational unit  | Monthly amount of scholarship | Number of eligible months |
| <i>Philosophy, Politics, Economy (PPE)</i>   | <i>HUF 125,000</i>            | <i>5 or 10 months</i>     |
| <i>Data Science in Business</i>  |                               |                           |
| Applied Economics  |                               |                           |
| Business Administration and Management   |                               |                           |
| Actuarial and Financial Mathematical Analysis - <u>single-cycle programme, years I-III</u> |                               |                           |
| Business Informatics   |                               |                           |
| Communication and Media Studies  |                               |                           |
| International Business Economics   |                               |                           |
| International Relations  |                               |                           |
| Finance and Accounting   |                               |                           |

| <i>Master programmes</i>   |                               |                           |
|--|-------------------------------|---------------------------|
| Name of programme / Organisational unit  | Monthly amount of scholarship | Number of eligible months |
| Actuarial and Financial Mathematical Analysis - <u>single-cycle programme, years I-III</u> | <i>HUF 175,000</i>            | <i>5 or 10 months</i>     |
| Economic Behaviour Analysis  |                               |                           |
| Advanced Supply Chain Management   |                               |                           |
| Public Governance  |                               |                           |
| Marketing Strategy and Innovation  |                               |                           |
| International Accounting and Auditing  |                               |                           |
| Political Economy  |                               |                           |
| Actuarial and Financial Mathematics  |                               |                           |
| Health Policy, Planning and Financing  |                               |                           |
| Full-time MBA  |                               |                           |
| Business Informatics   |                               |                           |

|   |  |  |
|---|--|--|
| Communication and Media Studies             |  |  |
| Public Policy and Management                |  |  |
| Economic Analysis                           |  |  |
| Teacher of Economics                        |  |  |
| Marketing                                   |  |  |
| International Economy and Business          |  |  |
| International Relations                     |  |  |
| Finance                                     |  |  |
| Regional and Environmental Economic Studies |  |  |
| Sociology                                   |  |  |
| Business Development                        |  |  |
| Management and Leadership                   |  |  |

| <i>Doctoral programmes</i>                                       |                               |                           |
|--|-------------------------------|---------------------------|
| Name of programme / Organisational unit                          | Monthly amount of scholarship | Number of eligible months |
| Doctoral School of Business and Management                       | <i>HUF 250,000</i>            | <i>5 or 12 months</i>     |
| Doctoral School of Economics, Business and Informatics           |                               |                           |
| Doctoral School of International Relations and Political Science |                               |                           |
| Doctoral School of Sociology and Communication Science           |                               |                           |

| <i>In the category of young lecturer, researcher</i>                          |                               |                           |
|---|-------------------------------|---------------------------|
| Name of programme / Organisational unit                                       | Monthly amount of scholarship | Number of eligible months |
| <i>All Institutes and Research Centres of Corvinus University of Budapest</i> | <i>HUF 250,000</i>            | <i>12 months</i>          |