



CALL FOR APPLICATIONS

for the University Research Scholarship Programme

Cooperative Doctoral Programme

announced by Corvinus University of Budapest
and financed from the University Research Scholarship Programme budget

2024/2025 academic year

Date of publishing the Call: *21 June 2024*

Place: www.uni-corvinus.hu

The Call was announced on the basis of the preliminary opinion of the EKÖP Council dated
17 June 2024.

Table of Contents

1. Interpretative provisions	3
2. Purpose of the Call for Applications	3
3. Legal obligations of higher education institutions	3
4. Form and amount of the scholarship	4
5. Eligibility criteria, application categories	4
6. Grounds for exclusion	6
7. Implementation of the call for applications	6
8. Scholarship period	7
9. Submission of applications	7
10. Mandatory commitments	7
11. Evaluation criteria	8
12. <i>12.1 Mandatory documents fully completed in Hungarian or in English</i>	10
13. Responsibilities and remuneration of the supervisor and the company expert	12
14. Use of the scholarship, rules of reporting	13
15. Method of financing the scholarship	13
16. Formal verification of the validity of the application, correcting deficiencies	14
17. The evaluation process	15
18. Renunciation or suspension of scholarship, and other provisions	15
19. Accounting of the institutional grant	17
20. Publicity	17
21. Other conditions	17
22. Complaint management	18
23. Further information	18
Annexes	18

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-KDP

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 - Cooperative Doctoral Programme.

2.2. The aim of EKÖP-KDP 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 excellence in higher education by supporting students attending doctoral programmes and pursuing successful research and and creative activities in higher education institutions, who, in parallel with their doctoral student status, are involved in research work outside higher education institutions, primarily at companies (employed or otherwise engaged in employment relationship). which facilitates the practical utilisation of their scientific results.

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 **HUF 400,000/month/person**.

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

According to the provisions of the Government Decree, the term of the EKÖP-KDP grantee status is 24-48 months, and within that it is recommended to define the periods on the basis of the intentions of the institution.

- 24 months (1 September 2024 - 31 August 2026)
- 31 months (1 September 2024 - 31 March 2027)
- 36 months (1 September 2024 - 31 August 2027)
- 43 months (1 September 2024 - 31 March 2028)
- 48 months (1 September 2024 - 31 August 2028)

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 absolutorium is obtained.

5. Eligibility criteria, application categories

5.1. Applications for this call for applications may be submitted by natural persons who fully meet the following criteria and have achieved outstanding performance in the fields of extended STEM (mathematics, science, engineering, computer science, agricultural sciences, medicine, health and arts) or management and organisation, or in the field of innovation, and who

- had active doctoral student status in the 2023/2024 academic year, or
- applied for admission to a doctoral programme starting in the 2024/2025 academic year,
- have not passed the complex examination yet, or
- passed the complex examination in the spring semester of the 2023/2024 academic year,
- agree to maintain their status in their doctoral programme during the period of the scholarship,
- during the period of the EKÖP-KDP grantee status, he/she is employed or otherwise engaged in an employment relationship, working full-time (eight hours a day) or part-time in at least 50% of the full-time equivalent during the scholarship period and receiving remuneration that is at least equal to the guaranteed minimum wage, calculated pro rata in the case of part-time work.

5.2. During the EKÖP-KDP scholarship period, the employer employing the doctoral student or engaging him/her in other employment relationship (hereinafter: Employer) can only be a budgetary body,

- a budgetary body's institution with legal personality,
- a company applying double-entry book-keeping, or
- a non-profit organisation. having a registered office, a site or a branch in Hungary at the time of the submission of the application.

5.3. Higher education institutions, and budgetary bodies under the control or supervision of ministries may not be Employers under the EKÖP-KDP, unless the doctoral student has a healthcare service relationship with the higher education institution or budgetary body or the employment relationship is for the performance of duties in a state-run educational institution. In addition, higher education institutions, and budgetary bodies under the control or supervision of ministries may be Employers in the event of succession after the submission of the application.

5.4. Budgetary research centres¹ and the Office for Sponsored Research Units are not allowed to be Employers under the EKÖP-KDP.

5.5. A legal entity that was excluded from any previous Cooperative Doctoral Programme cannot be an Employer during the period of exclusion.

5.6. Under the Call, in particular, the following may be considered as employment or as being otherwise engaged in employment: civil service, court service, judicial employee's service relation, or employment relation, prosecution service, professional (contractual) service, membership in cooperative with obligation to work, legal relationship based on a contract of assignment, activity as a member of an economic or civil law partnership or a sole proprietorship involving personal involvement, employment as a scientist, teacher, artist, reviser, editor, or as a person engaged in intellectual activity protected by law, employment in the health service.

5.7. In the case of a fixed-term employment or being otherwise engaged in employment relationship (if the fixed term expires before the end of the scholarship period applied for), the Employer must declare its intention to employ the EKÖP-KDP scholarship holder continuously in an employment relation or otherwise at least until the end of the scholarship period.

¹ Budgetary institution involved in research and development activities as its main activity or related to that, pursuant to Section 3 (9) of the Act on scientific research, development and innovation.

5.8. Eligibility criteria must be met from the first day of the scholarship period. 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.

5.9. The research topic submitted for an EKÖP-KDP scholarship must be the same as the applicant's doctoral research topic.

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 another, different EKÖP or KDP scholarship during the period of the EKÖP-KDP 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 scholarship contract, or withdraw their earlier statements,
- they have been excluded from any Cooperative Doctoral Programme, during the period of exclusion,
- 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.

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,
- 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 **125,572,120** 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 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 ***21 June 2024 and 24:00 on 18 July 2024***.

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

9.3. Method and place of submitting applications (e-mail and/or own interface)

the application documentation described in Section 12 must be submitted to the following e-mail address:

ekop_kdp@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. During the scholarship period, the successful EKÖP-KDP scholarship holder doctoral student must undertake to:

- carry out research activities under the supervision of the doctoral supervisor and the company expert during the scholarship period, and make the results of his/her scientific research and development work available to the Sponsor during the scholarship period,
- complete the study and research tasks under the doctoral programme and fulfil the additional requirements of the doctoral school,
- publish at least ***one*** scientific publication in a Q1 or equivalent journal in the field of the relevant discipline, or create ***one*** other scientific, technical or artistic work of relevance to the discipline, or submit ***one*** national industrial property right,

- not terminate the employment relationship/other employment relationship with the Employer for the practical application of scientific research by notice or by mutual agreement,
- submit a doctoral thesis or equivalent work requested by the doctoral school **within 1 year** of the last day of the period of the EKÖP-KDP grantee status,
- 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 his/her research activities.

11. Evaluation criteria

- the applicant's achievements and excellence in a scientific or artistic field,
- the applicant's excellence in the field of innovation, in particular a title to industrial property protection and
- the excellence of the applicant's research plan (in particular, 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),
- the relevance of the topic and the research plan to the company (taking into account the submitted research plan and the expert's assessment) and to the doctoral school, the local and/or national economic utility of the results (innovation factor, marketability, feasibility),
- the supervisor's professional competence (academic performance; the supervisor is (or was) the leader of a professional-scientific project/workshop; the supervisor's activities are documented as promoting the education of young scientists),
- the professional competence of the company expert (professional, subject-oriented experience; scientific activity (publications, R&D activities, relevant work on the subject, qualifications, academic degrees, etc.); his/her expert activities will probably contribute to the winner applicant's research and its exploitation; previous work in support of higher education),
- the Employer's competence (has the necessary expertise and assets, in line with the applicant's research application; has the proper and successful professional activities and necessary assets for the research topic; number of people employed in research jobs, presentation of research development results, activity and innovation results),

<i>the applicant's achievements and excellence in a scientific or artistic field,</i>	<i>MAX 70 points</i>
<p>publication</p> <p>Previously published publications: Category I publication²: 20 points/piece Category II publication³: 15 points/piece Category III publication⁴: 10 points/piece Category IV publication⁵: 5 points/piece</p>	max. 20 points
Pro scientia gold medal: 15 points	15 points
<p>OTDK (National Conference of Students' Scientific Associations) place (1-3) (1st place 8 points, 2nd place 6 points, 3rd place 4 points)</p> <p>TDK (Students' Scientific Association) place (1-3) (1st place 6 points, 2nd place 4 points, 3rd place 2 points)</p>	max. 15 points
doctoral studies progress	max. 10 points
other performance (lectures, teaching, organisation)	max. 10 points

<i>the applicant's excellence in the field of innovation, in particular a title to industrial property protection and</i>	<i>MAX 30 points</i>
patent (individual)	30 points
in the absence of a patent , a presentation (with certificate) of an activity aimed at or resulting in renewal	30 points

<i>RESEARCH PLAN</i>	<i>MAX 60 points</i>
<i>excellence of the applicant's research plan</i>	<i>MAX 40 points</i>
development and feasibility of the research plan	max. 20 points
scientific importance and novelty of the topic	max. 20 points

² A Scimago Journal Ranking [database](#) publication in a journal rated **Q1** in at least one category

³ A Scimago Journal Ranking [database](#) publication in a journal rated **Q2** in at least one category

⁴ **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](#)

or

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

⁵ **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](#)

or

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

<i>the company (taking into account the submitted research plan and the expert's evaluation) and the doctoral school relevance of the topic and the research plan, local and/or national economic utility of the results (innovation factor, marketability, feasibility)</i>	<i>MAX 20 points</i>
the direct utility and usefulness of the research results (scientific value, publishability; corporate, economic policy utility)	max. 20 points
<i>the supervisor's professional competence</i>	<i>MAX 15 points</i>
scientific performance (MTMT list, doktori.hu, OTDT)- relevant publications on the topic	max. 5 points
the supervisor is (or was) the head of a professional-scientific project/workshop on a relevant topic	max. 5 points
promote the education of young scientists through his/her activities as supervisor in a documentable way	max. 5 points
<i>the company expert's professional competence</i>	<i>MAX 15 points</i>
professional, subject-oriented experience; seniority scientific activity (publications, R&D activities, relevant work on the topic, qualifications, academic degrees, etc.); his/her professional activity will probably contribute to the successful applicant's research and its exploitation; previous work in support of higher education.	max. 15 points
<i>the Employer's competence</i>	<i>MAX 10 points</i>
have the appropriate expertise and tools to match the applicant's research proposal; have proper and effective professional activity and the necessary assets relevant to the research topic; trends in the number of people employed in research jobs, presentation of of R&D results, activity and innovation results)	max. 10 points
TOTAL	MAX 200 points

12. 12.1 Mandatory documents fully completed in Hungarian or in English

- a **research plan** for the duration of the EKÖP-KDP grantee status, in which the applicant must indicate which part of the research is planned to be carried out at the doctoral school and which part at the Employer, and the related infrastructure of the higher education institution and the Employer must be presented. The research plan should include the planned activities and the progress broken down into semesters. Volume: minimum 5,000 and maximum 15,000 characters (with spaces),
- **application form**
- **supervisor data form**
- **company expert data form**

- **description of the activities carried out in the framework of doctoral studies**, in particular their innovative content (this document must be submitted if the applicant started his/her doctoral studies before 1 September 2024; applicants starting their doctoral studies on 1 September 2024 do not have to attach this document),
- **the applicant' s CV** (containing his/her scientific and professional achievements, *as well as prizes in recognition of his/her studies*),
- **applicant's statement**, fully completed (*with the applicant's signature/authentication*)
- **supervisor's statement** (*with the supervisor's signature / authentication*)
- **company expert's statement**, (*with the company expert's signature / authentication*)
- **a professional CV including the supervisor's academic and professional achievements**, indicating the number of students who have obtained a degree and the number of doctoral supervision tasks in progress, the titles of the theses and the (expected) dates of their defences,
- **evaluation of the scientific basis of the applicant's doctoral topic and research plan by the supervisor in writing**, in the volume of at least 2,000 characters (with spaces)
- **a copy of the document proving the company expert's qualifications**, as required by the Call,
- **a copy of the document proving the academic qualification of the company expert** (if the company expert has an academic degree),
- **the company expert's professional CV, including his/her academic and professional achievements**, indicating separately, where relevant, the number of students who obtained academic degrees and the number of doctoral theses in progress, the titles and (expected) defence dates, and the characteristics of his/her current activities as EKÖP-KDP expert,
- **Presentation of the expert's experiences collected in the field of the practical application of scientific results** (*in the volume of minimum 2000 and maximum 5000 characters*)
- **Presentation of the supervisor's scientific and research performance** (*in the volume of at minimum 2000 and maximum 5000 characters*)
- **evaluation of the relevance and usefulness of the applicant's doctoral thesis and research plan for the company by the expert** in the volume of minimum 2000 characters (with spaces),
- **the statement of the doctoral school** signed by the Head of the Doctoral School,
- **the employer's statement** signed by the Employer's representative,
- **the applicant's publication list** - if the applicant records and maintains his/her data in MTMT, it is sufficient to provide the MTMT identifier; if the applicant does not use MTMT, it is sufficient to provide the MTMT reference for electronically uploaded or paper publications,
- **the supervisor's publication list** - if the supervisor records and maintains his/her data in MTMT, it is sufficient to provide the MTMT identifier; if he/she does not use MTMT, it is sufficient to provide the MTMT reference for electronically uploaded or paper publications,
- **the company expert's publication list** (if any) - if the expert records and maintains his/her data in MTMT, the MTMT identifier is sufficient; if he/she does not use MTMT, it is sufficient to provide the MTMT reference for electronically uploaded or paper publications.

Expectations regarding manually or electronically signed documents:

- a document **authenticated by using a document authentication service facilitating identification** (Client Gate AVDH, on the <https://niszavdh.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 manually signed document is acceptable.**

In the case of a document in a foreign language (other than English), please submit a certified Hungarian translation in electronic format, too⁶.

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

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

13. Responsibilities and remuneration of the supervisor and the company expert

13.1. The supervisor and the company expert will jointly assist the doctoral student in fulfilling the requirements of the EKÖP-KDP.

13.2. The supervisor is the doctoral supervisor of the doctoral student holding an EKÖP-KDP scholarship, approved by the doctoral school, and the conditions valid for the supervisor are regulated by the doctoral school.

13.3. During the scholarship period, the company expert 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 and the company expert is part of the professional final report of the scholarship holder.

13.4. 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.

13.5. The expert must have a qualification corresponding to level 7 of the Hungarian Qualifications Framework,⁷ as well as a company experience of at least 5 years in an area relevant to the applicant's topic. The period of doctoral studies cannot be counted as relevant years of experience, only the duration of the relevant company contact(s) during the doctoral studies can be included in the required 5 years. An additional criterion is that the expert must be employed by the Employer during the period of the EKÖP-KDP grant, or must be a natural person directly owning at least 25% of the Employer's company. If the expert holds an academic degree, he or she may be appointed as a doctoral co-supervisor, too, according to the rules of the doctoral school.

13.6. During the EKÖP-KDP scholarship period, the supervisor and the expert are obliged to hold a joint in-person or online consultation (with the joint participation of the scholarship holder, the supervisor and the expert) at least once a month, in order to provide professional support to the scholarship holder's scientific and company activities, and that will be certified by completing and signing a consultation form by all three parties. The consultation forms must be attached to the half-yearly report certifying professional progress.

13.7. The supervisor will be remunerated for participating in the EKÖP-KDP, the amount will be **maximum 120.000/month/person** for each scholarship holder (including wage costs and contributions, as well as taxes to be paid by the Employer).

⁶ Certified translation prepared by the Hungarian Office for Translation and Attestation Ltd. (OFFI).

⁷ Hungarian Qualifications Framework: https://www.magyarkepesites.hu/kepesitesi_keretrendszerek/besorolas

13.8. The company expert will be remunerated for participating in the EKÖP-KDP, the amount will be **maximum 120.000/month/person** for each scholarship holder (including wage costs and contributions, as well as taxes to be paid by the Employer).

13.9. A supervisor or an expert may be remunerated for up to 2 doctoral students with any KDP scholarship in overlapping funding periods from **1 September 2024 to 31 August 2028**.

13.10. One scholarship holder can have one supervisor and one expert under the EKÖP-KDP.

13.11. If the grantee status is interrupted or terminated, the supervisor and the expert are not entitled to any remuneration for the period of the suspension and after the termination of the grantee status.

13.12. The supervisor and the expert cannot be the same person for the same scholarship holder.

13.13. Under the EKÖP-KDP, the supervisor is not allowed to act as an expert for different EKÖP-KDP scholarship holders, either.

13.14. Under the EKÖP-KDP, the expert is not allowed to act as a supervisor for different EKÖP-KDP scholarship holders, either.

13.15. During the period of the EKÖP-KDP scholarship, the supervisor and the expert may not have a relationship of dependency with each other, e.g. in a manager - subordinate relation within a research group, neither in the higher education institution, nor with the Employer. Both of them have to declare this fact at the time of submitting the application.

13.16. The EKÖP-KDP scholarship holder may not be the expert's employer and may not give instructions to the expert in the course of the work.

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. As of 2025, the scholarship holder will submit two **professional partial reports** every year (by 15 February and 15 September).

14.3. The Sponsor will assess progress within **15 days** of the submission. The acceptance of the professional partial report, i.e. a rating of 'excellent' or 'passed', is a condition for the continuous payment of the scholarship and the maintenance of the EKÖP-KDP grantee status.

14.4. Following the last day of the scholarship period stipulated in the scholarship contract, **within 30 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.

14.5. The Sponsor will qualify the professional final report within **60 days** of the closing of the scholarship period at the latest.

14.6. At the Sponsor's request, the scholarship holder will also report on the progress of the research in a **personal interview, too**.

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.

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 1 August 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 Application Form, the Research Plan, and the duly signed Applicant's Statement, the Supervisor's Statement and the Company Expert's Statement.

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, 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 ***1 August 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 The designated staff (the EKÖP administrator under the guidance of the EKÖP coordinator of the institution) invite **experts**, 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.

18. Renunciation or suspension of scholarship, and 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 and the Employer are 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 study, the research, he/she may suspend his/her grantee status during the term of the scholarship for a period of minimum 5 months and maximum 12 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 disbursing higher education institution 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 automatically. The extension of the EKÖP-KDP grantee status by a period that is maximum

equal to the duration of the suspension must be initiated by the scholarship holder with the Sponsor, by providing the reasons for the suspension and the extension, but only until the closing date of the EKÖP-KDP scholarship programme. If the Sponsor allows the extension, it will only be implemented if the conditions of the EKÖP-KDP grantee status continue to apply during the extension period. If the Sponsor does not approve the extension, the EKÖP-KDP grantee status will be terminated on the date specified in the scholarship contract.

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 amounts used without authorisation, the scholarship holder's repayment obligation covers the wrongly disbursed amount of the grant. Any scholarship used without authorisation will be recovered from the EKÖP-KDP scholarship holder by the Sponsor. The same applies to the remuneration of the company expert and the supervisor. 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, and that will be evaluated by the Sponsor by inviting experts.

18.3.2. Termination of student status/termination of employment or other employment relationship

If the scholarship holder's student status, employment or other employment relationship with the Employer is terminated during the period of the scholarship, his/her grantee status and, consequently, the payment of the scholarship will also be terminated. The scholarship holder is not entitled to the scholarship from the first day of the month in which the student status, the employment or other employment relationship is terminated. The same rule is to be applied for the remuneration of the expert and the supervisor. 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 student status (also the date of termination of the grantee status), the scholarship holder submits a professional final report on the research to the Rector, and that is evaluated by the Sponsor with the assistance of experts. If the doctoral student status ends at the end of the semester in which the absolutorium is obtained, with the termination of the doctoral student status, then, in the case of the EKÖP-KDP scholarship, a professional final report for the period following the last submitted report in the scholarship period must be submitted by the date of the termination of the student status.

18.4. Change of higher education institution and/or doctoral school

It is not possible to change the higher education institution or the doctoral school during the scholarship period. If the scholarship holder changes the higher education institution or the doctoral school 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 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.

18.5. Change of supervisor or company expert

If the EKÖP-KDP scholarship holder wishes to change the supervisor and/or the company expert during the period of the scholarship (e.g. the company expert's employment is terminated by the Employer etc.), the change must be submitted to the Sponsor with the reasons for the change, together with the relevant documents required for the submission of the application in the case of the new supervisor and/or company expert. The change request is submitted by the EKÖP-KDP scholarship holder. On the basis of the documents available to it, the Sponsor will make a decision on the acceptance of the change in the supervisor and/or the company expert, within **60 days** of receiving the documents. The decision will be communicated to the EKÖP-KDP scholarship holder and the Employer. If the Sponsor approves the change, the supervisor/company expert may be replaced. The contract with the former supervisor/company expert must be terminated and replaced by a contract with the new supervisor/company expert. The starting date for the change of the supervisor/company expert is the date from which the Sponsor approves the change.

If the Sponsor does not approve the replacement of the supervisor/expert, the EKÖP-KDP scholarship holder is entitled to appoint a new supervisor/company expert. If the Sponsor does not approve the replacement of the second supervisor/company expert, either, the EKÖP-KDP grantee status will be terminated as of the first day of the month following the date of receipt of the rejection.

18.6. Change of employer

If, in exceptional and justified cases, a change of employer takes place during the scholarship period, the Sponsor's approval is required to maintain the grantee status. The change of the employer must be initiated by the scholarship holder, stating the reasons for the change. Based on the documents available to it and within 60 days of the receipt of the documents, the Sponsor will make a decision on the acceptance of the change of the Employer. It will inform the EKÖP-KDP scholarship holder and the Employers concerned of the decision. If the Sponsor does not approve the change of the Employer, the EKÖP-KDP scholarship holder's grantee status will be terminated as of the first day of the month in which the change of Employer occurs.

A change of Employer by operation of law or by succession is not a change of Employer. In the case of a change of Employer by law or by succession, the Sponsor's approval is not required, the scholarship holder must inform the Sponsor of the change within 30 days of its implementation.

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.

21. Other conditions

By signing the relevant statements, the applicant, the supervisor and the expert 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 address, with a copy to the 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/ekop-kdp-fellowship-2024-2025/?lang=en>

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

Contact details (phone number, e-mail)

E-mail: unkp_bce@uni-corvinus.hu

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

Annexes

1. Research plan
2. Application form
3. Supervisor's data form
4. Expert's data form
5. Applicant's statement
6. Doctoral Schoole statement
7. Supervisor's statement
8. Company expert's statements
9. Employer's statement
10. Scholarship contract