

Call for Applications
for Public Affairs I. Scholarship
for the students of the University
- in the 1st semester of the
2024/2025 academic year
for the month of December

**Pursuant to Section 32 (2) a)
and Annex 1 of the Regulation on Student Fees and Benefits
constituting Part 4 of the Student Requirements,
Corvinus University of Budapest
hereby announces a call for applications**

for Public Affairs I. Scholarships

**available for the students of the University in the month of December in the
1st semester of the 2024/2025 academic year**
on the basis of activities carried out in November 2024.

- (1) The Public Affairs I Scholarship is a financial benefit that supports and encourages the performance of outstanding university public affairs activities or the attainment of a significant cultural achievement.
- (2) The Public Affairs Scholarship is a one-time, fixed amount scholarship that may be applied for once a month.
- (3) The Public Affairs Scholarship I. may be applied for by students studying full time (in daytime delivery) in bachelor programmes, two-cycle, or single-cycle master programmes, having an active student status at the time of submission of the application and who are not members of the Presidency as defined in the Statutes of the Student Union.
- (4) Students are not entitled to submit an application if they
 - a) take part in training with the purpose of acquiring specialised knowledge or courses taken at another higher education institution (guest student status),
 - b) take part in preparatory course;
 - c) cover their programme cost from other scholarship sources (are beneficiaries Stipendium Hungaricum Scholarship, the Diaspora Higher Education Scholarship programme, beneficiaries of state or institutional scholarships covering the programme cost - excluding the Corvinus Scholarship- as well as those for who the payment of the programme cost is assumed by a third party, etc.).

- (5) A scholarship may be awarded to a student who performs outstanding public affairs activities, in particular:
- a) performs student interest representation tasks primarily as a representative of the Student Union, or
 - b) has attained a significant cultural achievement and thereby contributes to enhancing the reputation of the University, or
 - c) supports the enhancement of the reputation of the University through his/her other activities.
- (6) In the case of Public Affairs I Scholarships, the scope of eligible activities and the associated evaluation criteria:
- a) Activities in the Student Union:
 - aa) Tasks related to operative executive bodies:

Core activities related to the current position in the organisation of the Corvinus Student Union (HÖK) officially representing the interests of the students of Corvinus University, are included in this scope of activities. For example, but not limited to: consultations, maintaining contacts, administrative tasks, operational tasks, project coordination, administration.
 - ab) Tasks related to interest representation bodies:

Include activities performed by students that can be evaluated at board or committee sessions. The types of activities include, but are not limited to: chairing a meeting, submitting agenda items, drawing up the minutes, taking part in the meeting. Other activities carried out in the Student Union, which are not covered by the above categories, are also included, such as tasks carried out as a delegate of the institute/department, other administrative tasks, participation in discussions, representation of the Corvinus HÖK.
 - b) Activities conducted outside the Student Union:
 - ba) Event organisation (organisation, management):

Participating in the organisation of and staging a university event (conference, lecture, reception, camp, other student events) for the students of the University.
 - bb) Increasing the reputation of the University (not through event organisation)

Activities that increase the reputation of the University include activities in the course of which the name of the University is displayed or published. For example, a successful sports competition and work in a project led or supervised by a university organisational unit.

bc) work on a project led or supervised by a university organisational unit

Work in the university's internal projects (e.g., development of study programmes, "Inner World" project)

c) Activity bonus for public affairs activities:

The Assessment Committee for Public Affairs Scholarships (hereinafter: Committee) may award a scholarship if the applicant does not reach the cut-off score in the given category(ies), but his or her activity justifies awarding a score over the maximum.

- (7) Applications should be submitted in the Neptun Unified Education Administration System' (hereinafter Neptun), on the form called "**P350-Public Affairs Scholarship December**" under Menu/Administration/Requests/Requests Fill". The call for applications is available on the University's website.
- (8) Period for submitting applications: **02.12.2024 10:00 a.m. - 06.12.2024 12:00 noon**
- (9) The activity carried out during the given month and the number of hours worked concerned should be detailed in the application form. This must be done in the application request established in Neptun on the designated interface. Failure to do so will result in exclusion from the call in the given month. A certificate issued by the President of the Student Union or the relevant Head of Corvinus organisational unit must be attached to prove the activity carried out.
- (10) There is no room for correcting deficiencies or application for continuation. In the case of an incomplete application, the Committee shall give 0 points for the activity in question.
- (11) It is not possible to submit an application with an activity performed for remuneration within the framework of an employment relationship and/or otherwise awarded within the framework of such an employment relationship. Where a student submits an application for such activity, the Committee shall give 0 points to the activity in question.
- (12) If the content of the application has been submitted earlier in a public affairs scholarship application procedure, the Committee shall give 0 points to the activity in question.
- (13) Only activities carried out in the one (1) month preceding the launch of the call for applications may be taken into account for the purposes of evaluating the application. If the applicant

also includes an activity carried out in earlier months, this will not invalidate the application, but such activities will be disregarded in the evaluation.

- (14) Points can be awarded only once for each activity. An activity may be included only once in the same application.
- (15) The review and prioritisation of applications shall be carried out by the Committee. The Committee shall, within its powers of giving an opinion, verify the conformity of the form and content with the call for the application as well as evaluate the activity carried out by the applicant on its merit.
- (16) In accordance with the Student Disciplinary and Compensation Regulation, the Committee shall initiate disciplinary proceedings against the applicant if false data or facts are detected in the application, or if there is a reasonable suspicion thereof.
- (17) The Committee shall make a proposal with regard to the eligibility or non-eligibility of the applicant for the scholarship, in the first case specifying the amount of the proposed scholarship.
- (18) The Vice-Rector for Education shall decide on the award of the scholarship.
- (19) The student will be notified of the results of the application through Neptun.
- (20) The evaluation criteria of the scholarship are included in Annex to the Call for applications.
- (21) Appeals must be submitted through Neptun and addressed to the Student Appeals Committee within 15 days of the date of communication of the decision.

Budapest, 25 November 2024

Dr. Lajos György Szabó
Vice-Rector for Education

Annex

Assessment method with regard to public affairs scholarships

Activities in the Student Union:	Points	Signatory of the certificate
Tasks related to operative executive bodies		
Responsibilities as Head of Division or Chairperson of the SSC (division/working group management)-	0-90 points	President of HÖK
Tasks of coordinator/liason officer in a division	0-50 points	President of HÖK
Project management tasks in the division	0-30 points	President of HÖK
Tasks as division member/working group member	0-30 points	President of HÖK
Ad hoc project tasks outside the division	0-30 points	President of HÖK
Tasks related to interest representation bodies		
Delegates' meeting (attendance, chairing, presentation at meetings, taking the minutes, other)	0-20 points	President of HÖK
Supervisory Board (attending meetings, chairing meetings, presentation at meetings, taking the minutes, ad hoc tasks)	0-50 points	President of HÖK
University committees, other bodies (oral admission committees, Assessment Committee for Public Affairs Scholarships, other)	0-40 points	President of HÖK
Other key interest representation activities (representing HÖK, taking part in negotiations, other)	0-30 points	President of HÖK
Performing tasks delegated by an institute/department (liaising with institutes and departments)	0-20 points	President of HÖK
Activities conducted outside the Student Union		
Event organisation (organisation, staging)	0-40 points	head of organisational unit
Increasing the reputation of the University (not through event organisation)	0-20 points	head of organisational unit
Work on a project led or supervised by a university organisational unit	0-50 points	Head of Corvinus organisational unit
Activity bonus for public affairs activities		
Activity bonus for public affairs activities	0-50 points	-

- a) Points can be awarded only once for each activity.
- b) Activities carried out by the student under an employment contract, student employment contract or engagement contract for which the student received some kind of benefit (tangible, financial) are not eligible.
- c) Activity bonuses can only be awarded for one activity per application.