

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

**Pursuant to  
Section 50 and Annex 1 of the Regulation on Student Fees and Benefits  
constituting Part 4 of the Student Requirements,  
the Corvinus University of Budapest  
hereby announces a call for applications**

**for Public Affairs I. Scholarships**

**for the doctoral students of the University for the month of December in the  
1st (autumn) semester of the 2024/2025 academic year**

on the basis of activities performed in the month of November 2024.

- (1) The Public Affairs I Scholarship is a financial benefit available to doctoral students that supports and encourages the performance of outstanding university public affairs activities or the attainment of a significant cultural achievement.
- (2) The Public Affairs I Scholarship is a one time, fixed amount scholarship that may be applied for once a month.
- (3) The Public Affairs I Scholarship may be applied for by students studying full time (in daytime delivery) in a doctoral (PhD) programme, 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 PhD Students' 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) as well as students who cover their programme cost from other scholarship sources (beneficiaries of the Stipendium Hungaricum Scholarship, the Hungarian Diaspora Scholarship programme, or any other state or institutional scholarship funding the programme cost - with the exception of the Corvinus Scholarship, the Corvinus Doctoral Scholarship and the Corvinus Doctoral Excellence 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 PhD Students' Union, or

- b) has attained a significant cultural achievement and thereby contributes to enhancing the reputation of the University, or
  - c) Public affairs activities within a university or department that is not rewarded with credit, but contributes to the development of the University or department and its community life,
  - d) supports the enhancement of the reputation of the University through his/her other activities.
- (6) In the case of Public Affairs I Scholarship, the scope of eligible activities and the associated evaluation criteria:
- a) Activities performed in the PhD Students' Union:

Core activities related to the current position in the organisation of the Corvinus PhD Students' Union officially representing the interests of the students of Corvinus University, for example, but not limited to: consultations, maintaining contacts, administrative tasks, operational tasks, project coordination, administration.

The types of activities performed by students during the meetings of bodies and committees include, but are not limited to: chairing a meeting, submitting proposals, drawing up the minutes, taking part in the meeting. Other activities carried out in the PhD Students' Union, such as tasks carried out as a delegate of the institute/department/Senate, other administrative tasks, participation in discussions, representation of the Corvinus PhDSU.
  - b) Other activities performed outside the PhD Students' Union:

for instance, participating in the organisation and staging of a university event (conference, lecture, reception, camp, other student event) for the students of the University, work performed in a project led or supervised by a university organisational unit (e.g. study programme development, "Inner World" project)

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 instance, successful participation in a sports competition, work in a project led or supervised by a university organisational unit, presentation given at an external conference, professional event.
- (7) The application and its annexes shall be submitted through the Neptun Unified Education Administration System (hereinafter referred to as Neptun), on the form called "**P737-Public Affairs Scholarship I. for the doctoral students December**" under Administration/Requests/Requests with free text fields. The call for applications is available on the University's website.

- (8) Period for submitting applications: **02. December.2024 10:00 a.m. - 06. December.2024 12:00 noon**
- (9) The activity carried out during the month concerned and the hours worked should be detailed in the application form. This must be done in the application established in Neptun on the designated interface. Failure to do so will result in exclusion from the call in the given month. Depending on the nature of the activity, proof of the activity carried out must be provided by a certificate issued by the President of the PhD Students' Union or the organisational unit concerned.
- (10) The applications shall be checked and ranked by the Assessment Committee (hereinafter: Committee) for Doctoral Public Affairs Scholarships. 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. Depending on the applications received and the available budget, the Committee is entitled to rank the applications.
- (11) There is no room for correcting deficiencies or for application for continuation. In the case of an incomplete application, the Committee shall give 0 points for the activity in question. An incomplete application form or incomplete certificate, or if the form or certificate is not completed or the certificate is not submitted, shall be considered as an incomplete application.
- (12) By way of example, but not exhaustively, an application that is not accompanied by the certificate specified in (9) will be considered to be a formally defective application.
- (13) By way of example, but not exhaustively, an application in which the content of the application data sheet and the certificate specified in (9) is inconsistent, shall be considered a substantively flawed application.
- (14) It is not possible to submit an application with reference to an activity performed for remuneration within the framework of an employment relationship and/or otherwise rewarded (for example, but not exclusively with teaching credits or credits received for education organisation) within the framework of such a legal relationship. Where a student submits an application for such activity, the Committee shall give 0 points to the activity in question.
- (15) 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.
- (16) 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.

- (17) Points can be awarded only once for each activity. An activity may be included only once in the same application.
- (18) 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.
- (19) The Committee shall make a proposal with regard to the eligibility or non-eligibility of the applicant for the scholarship. If the applicant is eligible for the scholarship, the Committee shall specify the amount of the proposed scholarship.
- (20) The decision on awarding the scholarship shall be taken by the Vice-Rector for Research.
- (21) The student will be notified of the results of the application through Neptun in the form of a resolution.
- (22) The evaluation criteria of the scholarship are included in Annex to the Call for applications.
- (23) 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, November 20, 2024

Dr. Zoltán Oszkár Szántó in my own hand  
Vice-Rector for Research

## Annex

Assessment method with regard to public affairs scholarships:

| Public affairs and student association activities                 | Maximum score available | Certificate required, comment  |
|---|-------------------------|--|
| 1. Student public affairs activity                                | max. 100 points         | Points may be awarded for other activities in the PhD Students' Union that contribute to the reputation of the University. A certificate issued by the PhD Students' Union may be accepted if dated, stamped and signed by the Head of PhD Students' Union, which includes a written evaluation and, on that basis, the score offered by the head of the organisation. |
| 2. Membership in PhD Students' Union                              | max. 40 points          | As decided by the Assessment Committee for Doctoral Public Affairs Scholarships on a proposal from the President of the PhD Students' Union.   |
| 3. Middle and senior management activities in PhD Students' Union | max. 60 points          | As decided by the Assessment Committee for Doctoral Public Affairs Scholarships on a proposal from the President of the PhD Students' Union.   |