

## **CALL FOR APPLICATIONS FOR**

# **STUDY SCHOLARSHIP**

for the spring semester of the academic year 2024/2025

**For students enrolled in September 2019.  
or later**

**Corvinus University of Budapest**  
**On the basis of § 27 and Annex 1 of the Regulation on Student Fees and**  
**Benefits the following call for applications is published**

**For Study scholarship**  
**for students enrolled in September 2019 and onwards**  
**for the spring semester of the academic year 2024/2025**

- 1) The Study Scholarship is a financial benefit available for students with outstanding academic performance.
- 2) Full-time (full-time), active full-time students in bachelor and two-cycle or single-cycle master programmes in the 2019/2020 autumn semester and afterwards, with the exceptions stated in Section 3) and 4), are eligible for applying for the scholarship.
- 3) Students are not eligible to apply if they
  - a) they participate in training with the purpose of acquiring specialised knowledge or taking courses taken at another higher education (guest student status),
  - b) attending a preparatory course,
  - c) paying their own tuition fees from other scholarships (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 -, or those for who the payment of the programme cost is assumed by a third party (e.g. your employer), etc.).
- 4) Students are not eligible for the study scholarship if
  - a) they are in the first active semester of their relevant programme, except for first semester students starting their programme as a result of switching to another programme within the institution and students commencing their master studies in a two-cycle programme, or
  - b) they exceeded the eligibility period of the programme duration plus (1) semester in the relevant bachelor programme, master programme of a two-cycle programme and specialist postgraduate programme, the programme duration plus (2) semesters in the relevant single-cycle master programme, and
  - c) in the last active semester preceding the semester in question, they failed to complete 23 credits from the subjects from which the scholarship average is calculated, or their academic performance did not reach the scholarship average of 3.80.
  - d) students in the first semester of their master programme whose admission score did not reach the score defined in the call for applications.
- 5) An academic scholarship is a monthly grant based on a student's academic performance for a semester, which is awarded on the basis of an application.
- 6) Student studying in parallel courses may decide to apply for a scholarship based on the academic results achieved in both courses, but only one of the courses (where the scholarship amount is higher) may be awarded and paid.

- 7) Students can apply for scholarships from the second semester of the first year of the bachelor's degree, and from the first semester of the first year of the master's degree, also those first semester students starting their programme as a result of switching to another programme within the institution in case in the last active semester preceding the semester in question, they completed 23 credits from the subjects from which the scholarship average is calculated and their academic performance reached the scholarship average of 3.80, furthermore students in the first semester of their master programme whose admission score reached at least the score defined in the call for applications.
- 8) The call for applications is available in Neptun Administration/Applications on the application form " **P333 - Study Grant Application 2.**". The call for applications is available on the University website.
- 9) The average grant will be calculated to two decimal points as set out in the Annex to this call for proposals.
- 10) If there is a change in the student's academic data compared to the application already submitted, the data will be updated. The deadline for updating the academic data is April 30, 2025. Eligibility will, therefore, be determined on the basis of the academic data as of April 30, 2025. Subsequent data updates will no longer result in the award of a scholarship.
- 11) The deadline for the evaluation of applications is thirty (30) days from the date of receipt.
- 12) The time limit for application is mandatory, beyond which no consideration shall be applied. Applications submitted after the deadline shall be rejected by the Vice-Rector for Academic Programmes without further examination.
- 13) Students whose academic record has changed will receive a revised decision on the recalculated scholarship amount based on the updated academic record. If the student has an ensuing liability to repay scholarship, he/she must repay the difference or the entire amount of the scholarship paid to him/her within fifteen (15 days) subject to the general rules.
- 14) For each programme, the minimum monthly amount of the study scholarship associated with the lowest scholarship index for which the scholarship is available as well as the maximum monthly amount associated with the highest achieved scholarship index shall be determined by the Executive Committee on the basis of a proposal made by the Vice-Rector for Academic Programmes, as suggested by the Vice-Rector for Student Affairs and the Student Social Committee,
- 15) For each programme, the scholarship amounts corresponding to the scholarship index between the minimum and maximum scholarship indices are defined by the Vice-Rector for Academic programmes on the basis of a proposal from the Vice-Rector for Student Affairs and the Student Social Committee, in accordance with the strategy of the University and the provisions of the present Regulation,
- 16) The budget for the scholarship will be allocated on the basis of homogeneous grouping. As a general rule students are ranked per programme and per grade. [For more details see in Appendix 1. under point 2) e) eb) (1) (b)]. The grouping must be recorded in the evaluation report.
- 17) The overall amount of the scholarship is allocated on the basis of a ranking based on the average scholarship amount and the number of credits obtained in the

eligible subjects for which the scholarship is calculated, as set out in the Annex herein.

- 18) The decision on the award of the study scholarships is taken by the Vice-Rector for Academic Programmes. Such decision shall not constitute a discretionary decision. Study Administration Services shall be tasked with conducting the study scholarship application process and implementing the decisions related to the scholarship. The Head of Study Administration Services may involve the Student Social Committee in the process of managing the application procedure.
- 19) Students receiving scholarship are required to inform the Study Administration Services personally of any changes affecting their benefits as soon as possible, but not later than eight (8) days after being informed of the changes.
- 20) During the period of the scholarship, the scholarship is payable for each month of their active status and will no longer be payable after the last day of the month in which the scholarship ends.
- 21) The accounting and payment of the benefit will take place through the Neptun system. The condition of the accounting and payment of the benefits is that students have a bank account in Hungarian Forints in the students' own name, the details of which must be recorded in the Neptun system.
- 22) The University is not liable for the failure of the payment of the benefits if the student's bank account number or any change thereof is not recorded in the Neptun system. Students are liable for all consequences arising from failure to report a change in bank account data, incorrect bank account number, incorrectly information regarding the default bank account number. In the event students fail to record or change the information required for payment in the Neptun system in response to notice sent to the student's e-mail address, the University is not required to make any further attempt to pay until the student has verified the correct information to the Study Administration Services department.
- 23) If students fail to furnish the data and information required for the payment of the scholarship no later than forty-five (45) days from the date of the final decision on eligibility, students will no longer be eligible for the scholarship without further action in compliance with the Regulation on Student Fees and Benefits (RSFB).
- 24) In the event that a transfer is incorrectly made to a student for any reason, the student shall repay the amount in full when learning of such mistake with immediate effect but no later than fifteen (15) days after receipt of the University's notice.
- 25) Appeals against the decision must be submitted to the Student Appeals Committee within fifteen (15) days after receipt thereof, and the same must be submitted through the Neptun system.
- 26) Applications may be submitted from 04:00 p.m. of 10 February 2025 to 12:00 p.m. (noon) 14 February 2025.**

Budapest, 5 February 2025

Dr. Lajos György Szabó sgd.  
Vice-Rector for Academic  
Programmes



## Annex

- 1) The assessment of the academic performance shall be determined on the basis of the scholarship average as defined in paragraph 72 (6) of the Study and Examination Regulations (SER).
  - a) The scholarship average is calculated on the basis of the results of all the courses taken during the active semester. The scholarship average is the product of the credit value and the grade of the subjects completed in the semester divided by the number of credits taken. For the purposes of calculating the scholarship average, the grades achieved in the compulsory and compulsory elective subjects and their credit values shall be weighted by 1.2.

$$\text{Scholarship average} = \frac{\sum 1.2 \cdot x \cdot \text{credit}^C \cdot x \cdot \text{grade}^C + \sum \text{credit}^E \cdot x \cdot \text{grade}^E}{\sum 1.2 \cdot x \cdot \text{credit}^C + \sum \text{credit}^E}$$

where

C: all compulsory, compulsory elective subjects and compulsory subjects in subspecialisations/specialisations according to the sample curriculum;

E: free elective subject not included in the sample curriculum.

- b) The scholarship average of first semester master students: based on the "scholarship average" derived from the admission points (100/20=5)
- 2) The calculation of the scholarship average is based on the results of all the courses taken and completed by the student in the semester(s) concerned.
  - a) The grades obtained at another higher education institution within the framework of an additional (parallel) student status, during a parallel programme within the institution or during previous studies may not be included in the scholarship average.
  - b) The subjects closed with an insufficient grade or with a 'exam not taken', 'not completed', 'absent' or "denied" entry are included in the numerator of the formula with a zero grade, an exception to this is if the student does not appear at the retake examination for the improvement of the grade of a successful exam in a given subject and receives an 'exam not taken' entry, in which case the given subject is included in the numerator with the last successful grade and credit value.
  - c) For students participating in a master programme, the subjects to be completed simultaneously with the programme aimed at obtaining the master degree - and representing credits in addition to the credits required for obtaining the diploma - as stipulated on a compulsory basis during the higher education admission procedure in the framework of the preliminary credit recognition procedure after taking into account the credits completed during previous studies, shall not be included in the scholarship average academic performance.
  - d) Subjects completed under a guest student status, regardless of whether the student completed them in the framework of a guest student status at a domestic or foreign higher education institution, shall be considered as having been completed by the student at the University and shall be included in the

calculation of the scholarship average and the credit-weighted average academic performance with the credit values and grades approved by the competent Credit Transfer Committee.

- e) In the event of improving the grade of a successful examination or of a mark for coursework, the new grade obtained at the retake examination does not retroactively affect the scholarship and other university benefits already awarded.
  - f) The grades of subjects completed at another higher educational institution under an additional (parallel) student status or in the framework of simultaneous programmes within the institution shall only be taken into account if the student completed them in the semester for which the indicators are calculated, and if they are accredited by the relevant credit transfer committee for that semester.
- 3) Ranking criteria used to calculate the amount of study scholarship:

The amount of the scholarship for students who become students in September 2019 and afterwards is determined as follows:

- a) In the case of students who are eligible to apply for the scholarship, scholarships will be awarded to applicants based on the ranking according to the scholarship index as follows (with the exception of first-year students starting their master programme in a two-cycle programme in a given semester):
  - aa) Based on the sum of the scholarship average achieved in the last active semester and the credits of the completed subjects to be taken into account for the calculation of the scholarship average, a scholarship index is calculated for the evaluation of academic performance according to the following:

Scholarship index = Scholarship average + ((credit value of completed subjects that may be taken into account for the calculation of the scholarship average / 27) - 1) / 2)

it being understood that the credit performance of students who have completed more than 42 credits in the subjects that may be taken into account for the calculation of the scholarship average shall be counted as 42 credits in the calculation of the scholarship index

- ab) Students are as a general rule ranked by programme and year as follows:
  - (i) Students studying in the same language of instruction in the same study programme are classified as belonging to the same programme (the place of delivery and method of organising the classes are not taken into account).
  - (ii) Except for first-year students starting their master programme of a two-cycle programme in a given semester who form a group, and for study abroad students
  - (iii) The number of active semesters including the semester in which the assessment is made is taken as the basis for classification under a given year: 1-2 active semesters: Year I, 3-4 active semesters: Year II, 5-6 active semesters: Year III, 7-8 semesters: Year IV, 9-10 semesters: Year V.

(iv) Students who have exceeded the programme duration specified in the Programme and Outcome Requirements of the study programme, but are within the time limits - the duration of the programme plus one (1) semester in the case of bachelor programmes, two-cycle master programmes, and the duration of the programme plus two (2) semesters in the case of a single cycle master programme)- shall be ranked under the highest year of the study programme.

(v) Students from cohorts with few students (less than 10 students) are ranked together with the neighbouring cohorts; in the case of two neighbouring cohorts, the lower cohorts are grouped together until the 10 students are reached.

(vi) In the case of programmes where, even after mergers, the low number of students and the same academic performance make it impossible to rank the applicants, applicants may be awarded a scholarship if their scholarship index is equal to or higher than the lowest scholarship index of the students who received a scholarship in the previous evaluation period.

(vii) Students will be ranked within their programme and cohort from the ones with the highest to the ones with the lowest scholarship index, until the proportion of scholarship holders in a given year of the programme does not reach 25% of the number of applicants eligible for scholarship.

b) The amount of the scholarship associated with the achieved academic performance shall be determined for each programme in such a way that

ba) for each programme, the scholarship indices shall be transformed into a scale, with the lowest eligible scholarship index based on the grouping defined as a general rule set at 0, the highest at 100, all other scholarship indices in between set along the scale based on the grouping defined as a general rule, rounded to the nearest integer:

$$PSCI = ((StudSCI - MinCCI) / (MaxSCI - MinSCI)) \times 100$$

where

PSCI is the value of the eligible scholarship index based on the grouping defined as a general rule transformed into a scale ranging from 0-100, rounded to the nearest integer,

StudSCI is the scholarship index of the student eligible for the scholarship based on the grouping defined as a general rule,

MinSCI is the lowest value among the scholarship indices of students eligible for the scholarship based on the grouping defined as a general rule,

MaxSCI is the highest value among the scholarship indices of students eligible for the scholarship based on the grouping defined as a general rule.

bb) the minimum monthly amount of the scholarship set by the Executive Committee is fixed at 0 on the transformed scale, and the maximum monthly amount of the scholarship set by the Executive Committee is fixed at 100 on the scale,



- bc) the method of calculation of the monthly value of the study scholarship associated with the intermediate values in the range between the minimum and the maximum values on the scale shall be defined by the Vice-Rector for Academic Programmes on the basis of a proposal from the Student Social Committee and Study Administration Services,
  - bd) the amount of the scholarships for each value on the scale can be distributed in a linear or non-linear way, it being understood that in a given programme, a higher value on the scale cannot entail a lower scholarship amount,
  - be) the monthly scholarship amounts shall be determined in accordance with the general rules of rounding, rounded to HUF 100.
- c) Students who have switched for another study programme/programme after the semester for which the scholarship is established must be placed in the programme relevant for the semester on the basis of which the scholarship was established as a result of ranking (the previous active semester).