

**Application
for Regular grant
based on social
needs
for doctoral stu-
dents
2024/2025
Semester 2.**

Pursuant to Section 49 and Annex 1 of the Regulation on Student Fees and Benefits the Corvinus University of Budapest hereby issues a call for applications for regular grants based on social needs for the doctoral students of the University for the 2nd semester of 2024/2025

1. The regular social grant is a financial benefit provided for students on the basis of their social situation.
2. Any student pursuing his/her studies in a full-time (daytime delivery) doctoral programme who has an active student status in the relevant semester may apply for the grant from the 1st semester of the first year.
3. A student with an active status who participates in more than one programme simultaneously may only apply for the grant with regard to one programme.
4. The regular social grant is a monthly financial benefit provided for one semester on the basis of the student's social situation through application.
5. The application and its annexes shall be submitted through the Neptun Unified Education Administration System (hereinafter referred to as Neptun), on the form called "P709-**Regular grant based on social needs for doctoral students**" under "Administration/Requests/Requests with free text fields". The announcement of the grant opportunity can be accessed on the University's website. The Dean of Corvinus Doctoral Schools (hereinafter: "Dean of CDS") shall reject an application without further examination if it is not submitted using the application form and/or the platform indicated in this paragraph.
6. The application period (including the supporting documents necessary to prove the circumstances specified in the application):

11 February 2025 10:00 am – 18 February 2025 12:00 noon
7. The time limit is of peremptory nature, and no application for justification is allowed. Applications submitted after the deadline shall be rejected by the Dean of CDS without further examination.
8. **Correcting deficiencies is not allowed.** No certificates, including corrections, replacement of certificates already submitted and submission of certificates not previously supplied, and/or additions to the application may be submitted after the deadline for submission set out in paragraph 6. Applications submitted in accordance with paragraph 5 shall be assessed by the Dean of CDS on the basis of the documents supplied.
9. **For each of the circumstance referred to in the application, the certificate specified in Provisions No. 14/2024 of the Vice-Rector for Academic Programmes on the certificates required to establish the social status of students and on the additional certificates to be submitted during the dormitory admission procedure is required, i.e. the Dean of CDS will only consider circumstances on the merits for which the**

applicant uploaded a certificate. When examining the merits of the application, any circumstance for which the student has failed to upload a certificate shall be disregarded by the Dean of CDS.

- a) The certificates to be attached to the application must be scanned in PDF format and none of them may exceed 500 kB in size.
- b) All household income must be certified if the applicant also wishes to be awarded an income score, except for the net income from employment or scholarship of the applicant (if not self-supported) or of a dependent living in the same household who is a student and has active student status in a programme offered in daytime delivery mode. Regular income must be certified for the months of **September, October and November 2024 (in the case of salaries, this usually constitutes the monthly salary transfer in August, September and October)** .
- c) **The list of the required certificates is specified in Provisions No. 14/2024 of the Vice-Rector for Academic Programmes on the certificates required to establish the social status of students and on the additional certificates to be submitted during the dormitory admission procedure. The provisions are available on the University's website (<https://www.uni-corvinus.hu/main-page/about-the-university/regulations-provisions/provisions/executive-provisions/?lang=en#accordion-item-1001>). The declarations submitted with the application must comply with the formal requirements set out in Annexes 3 to 9 to these Provisions.**
- d) The fixed amount of expenditure for food consumption for self-supporting students shall be **HUF 51,334**, determined on the basis of Point III./11.e) of Annex 1 to the Provisions No. 14/2024 of the Vice-Rector for Academic Programmes.
- e) If the student does not submit Annex 4 referred to in Point II/B 2.a) of Annex 1 (i.e. in the case of dependent applicants, the supporting person does not declare other income), and its submission is not mandatory under any regulation, provisions or the present call for applications, then it shall be deemed by the Dean of CDS that by submitting the application, the applicant declares under penalty of perjury that he/she has no other income.
- f) Any communication regarding submitted applications (deadlines, supporting documents) shall be sent to the applicant via Neptun, and it is therefore the applicant's responsibility to regularly monitor the messages received throughout the application process. The applicant shall be responsible for any disadvantage resulting from failure to do so and shall bear the consequences thereof.
- g) In order to ensure that applications and the necessary certificates and documents are fully submitted, the Doctoral Student Social Committee offers an opportunity for personal consultation, for replying to queries at the dszb@uni-corvinus.hu e-mail address.

10. The amount of the regular social grant shall be determined using the scoring system specified in the Annex to the call for applications.
11. The monthly amount of the grant per student may not be lower than 10% of the statutory minimum wage applicable for full-time employment (minimum wage), and may not be higher than 50% of the minimum wage.

Minimum amount that can be awarded: HUF 93,380/month

Maximum amount that can be awarded: HUF 133,400/month

12. Setting the amount of the grant:
 - a) The applications shall be checked and ranked by the Doctoral Student Social Committee. The Doctoral Student Social Committee may involve additional staff in the administrative work related to the ranking process, while ensuring the confidentiality of the applications and respecting data protection laws and the Provisions of the Presidential Committee on the Rules of Data Management.
 - b) Once the Doctoral Student Social Committee has established all the sub-scores for each applicant, it shall summarise and determine the student's overall score.
 - c) Based on the number of applicants and the students' overall scores, the Doctoral Student Social Committee shall propose thresholds with the corresponding amount of the regular social grant.
13. The decision on awarding the grant shall be taken by the Dean of CDS. The resulting decision shall not constitute a discretionary decision.
14. During the period of disbursement, recipients of the grant shall be obliged to notify the University Doctoral Office of any change affecting disbursement as promptly as possible, but not later than within 8 days at the phd.office@uni-corvinus.hu email address.
15. Disbursement of the grant in the event of termination or suspension of student status: during the period of grant status, the grantee shall receive the grant for each month started in which she/he has active student status and has not yet requested suspension or has not been ordered to take a passive semester. If the student terminates his/her student status or requests suspension thereof, or is ordered by the University to take a passive semester:
 - a) in the event of termination of student status, eligibility for the grant shall cease on the last day of the month of termination,
 - b) in the case of suspension, eligibility for the grant shall cease retroactively, for the entire duration of the suspension period, on the last day of the month in which the suspension is notified or the passive semester is ordered. In this case, if payment has been made for any month of the semester affected by suspension, the student shall be obliged to repay the amount concerned.

16. The payment of student benefits shall be made exclusively via Neptun. The payment of benefits established in HUF shall be subject to holding a default bank account in the student's own name, denominated in HUF, the details of which the student shall provide through Neptun.
17. In the absence of payment, the University shall not be liable if the student has failed to report his/her bank account details and/or any change therein, or has failed to report them as required. All responsibility for failing to report a change in the bank account number, for providing an incorrect number or incorrectly setting the default account number shall be borne by the student. Should the student fail to record or correct in Neptun the data necessary for the payment despite a notice sent via Neptun and to his/her electronic mailing address, the University shall not be obliged to make further attempts at payment until the student certifies to the organisational unit recording the payment that the complete data were uploaded.
18. If the student fails to provide the data, information required for grant payment within forty-five (45) days from the date of the final decision on eligibility, the student shall lose his/her grant eligibility without further action in accordance with the RSFB. The relevant decision shall be taken by the Head of Neptun Student Finances at Study Administration Services. The decision shall be communicated to the student via Neptun.
19. Should an erroneous bank transfer be made to the student for any reason or should the student be under a reimbursement obligation, the student shall be obliged to reimburse the relevant amount in full as soon as he/she becomes aware of it, but not later than within fifteen (15) days of receiving the relevant notice from the University.
20. More information on the application process can be requested from [**dszb@uni-corvinus.hu**](mailto:dszb@uni-corvinus.hu)
21. Legal remedy requests must be submitted in Neptun, addressed to the Student Appeals Committee within 15 days of the decision being notified. It will not be possible to correct deficiencies during the appeals procedure.

Budapest, 10 February 2025

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Dr. István Tamás Kónya sgd.
Dean of CDS

Annex**Assessment criteria to assess social situation****a) living conditions, marital status**

Family circumstances of the applying student	
Is half-orphaned.	18 points
Is an orphan.	23 points
Applicant with a disadvantage	20 points
Applicant faces multiple disadvantages	25 points
Large family	5 points (from the 4th child, 2 additional points/child)
Applicant with disability	20 points
Based on health expenditure	0-10 points
Circumstances applying to financially independent students	
Applicant with a child	15 points/child
Self-sustaining applicant	10 points

Points associated with health expenditure		
Lower limit	Upper limit	Score
HUF 2,000	HUF 5,000	1
HUF 5,001	HUF 8,000	2
HUF 8,001	HUF 11,000	3
HUF 11,001	HUF 14,000	4
HUF 14,001	HUF 17,000	5
HUF 17,001	HUF 20,000	6
HUF 20,001	HUF 23,000	7
HUF 23,001	HUF 26,000	8
HUF 26,001	HUF 29,000	9
HUF 29,001	-	10

b) distance of place of residence and assessment of origin from a socio-economically and infra-structurally advantaged settlement or a settlement with high unemployment (maximum 20 points)

ba) The number of points that may be awarded based on distance of the place of residence is shown in the table below. Students with permanent residence beyond the borders of Hungary may be awarded + 5 points in addition to the points featured in the table.

Distance of place of residence	Score
0-30 kms	0 points
31-100 kms	1 point
101-200 kms	3 points
over 201 kms	5 points

Outside the administrative borders of Hungary	5 points
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bb) For students living in a socio-economically and infrastructurally advantaged settlement or a settlement with high unemployment

In the case of settlements listed in Annex 2 to Government Decree 105/2015 (23 April) on the classification of beneficiary settlements and the classification criteria, the points included in the table below are available in addition to those specified in ba).

Grounds	Score
if one of the conditions is met	+5 points
if both conditions are met	+10 points

c) calculation of points associated with the net monthly income per capita

Lower limit	Upper limit	Score	Lower limit	Upper limit	Score	Lower limit	Upper limit	Score
0	40,900	70	86,901	88,900	46	134,901	136,900	22
40,901	42,900	69	88,901	90,900	45	136,901	138,900	21
42,901	44,900	68	90,901	92,900	44	138,901	140,900	20
44,901	46,900	67	92,901	94,900	43	140,901	142,900	19
46,901	48,900	66	94,901	96,900	42	142,901	144,900	18
48,901	50,900	65	96,901	98,900	41	144,901	146,900	17
50,901	52,900	64	98,901	100,900	40	146,901	148,900	16
52,901	54,900	63	100,901	102,900	39	148,901	150,900	15
54,901	56,900	62	102,901	104,900	38	150,901	152,900	14
56,901	58,900	61	104,901	106,900	37	152,901	154,900	13
58,901	60,900	60	106,901	108,900	36	154,901	156,900	12
60,901	62,900	59	108,901	110,900	35	156,901	158,900	11
62,901	64,900	58	110,901	112,900	34	158,901	160,900	10
64,901	66,900	57	112,901	114,900	33	160,901	162,900	9
66,901	68,900	56	114,901	116,900	32	162,901	164,900	8
68,901	70,900	55	116,901	118,900	31	164,901	166,900	7
70,901	72,900	54	118,901	120,900	30	166,901	168,900	6
72,901	74,900	53	120,901	122,900	29	168,901	170,900	5
74,901	76,900	52	122,901	124,900	28	170,901	172,900	4
76,901	78,900	51	124,901	126,900	27	172,901	174,900	3
78,901	80,900	50	126,901	128,900	26	174,901	176,900	2
80,901	82,900	49	128,901	130,900	25	176,901	178,900	1
82,901	84,900	48	130,901	132,900	24	over 178,901		0
84,901	86,900	47	132,901	134,900	23			

- d)** For the calculation of income that can be measured regularly on a monthly basis, the average for the months of September, October, November 2024 is taken into account, for other income one-twelfth of the last year for which a tax declaration has been submitted is taken into account.
- e)** If the student does not require the income figures and/or the large family status to be included in the application for a regular social needs-based grant, he/she does not need to provide proof of income.

