|  |  |
| --- | --- |
| **Filled by the Charges and Benefits Committee** | |
| **Reg. No.:** |  |
| **Reg. Date:** |  |
| **Decree No.:** |  |

|  |  |
| --- | --- |
| **PROPOSAL FORM**  *FOR DOCTORAL STUDENTS OF THE UNIVERSITY OF PÉCS*  *Deadline for receipt: 6 June 2024(p. m. 11:59)* – [palyazatok.dok@pte.hu](mailto:palyazatok.dok@pte.hu)  **Other informations**  *Public activities carried out between the beginning of the semester before the call for application can be accounted for. If the applicant has previously submitted a successful application, the documents for each activity may only be submitted from the period sincet he last application cycle.* | |
| **STUDENT INFORMATIONS**  Filling out every line is compulsory! In case of an incomplete sheet, the proposal is invalid. | |
| **Name:** |  |
| **Neptun username:** |  |
| **Place, date of birth** |  |
| **Mother’s name:** |  |
| **Permanent address:** |  |
| **Faculty:** |  |
| **Doctoral shool:** |  |
| **Expected time of student status termination:** |  |
| **Phone number:** |  |
| **E-mail address:** |  |
| **Name and title of consultant:** |  |
| **Contact of consultant:** |  |
| **Applied earlier (yes/no):** |  |
| **Field of science (see annex 5.)** |  |
| **Proposal Categories**  The category given can only be considered in case of a completed sheet. Only a clearly specified category can be considered. | |
| **Category:** | scientific/art |
| **Sub-category:** | conference participation/other professional activity |

**Pécs, year month day Signature**

**STATEMENT**

I, the undersigned, hereby declare that I give my consent to the Doctoral Student Association of the University of Pécs (hereinafter: UP DSA) to handle and record my personal data provided during the proposal procedure for the purpose of evaluating my proposal. In case of my proposal being successful, I undertake the fulfillment of the obligations arising from the Rules and Regulations of The Doctoral Student Association of The University of Pécs on the Outstanding Scientific And Art Scholarship (hereinafter: Regulations) and the Call for Proposals, and accept the application of the legal consequences if I breach these obligations. Also, I give my consent to the UP DSA to handle and use my above-mentioned data and my closing report in the framework of the Scholarship and the UP Doctoral Student Alumni System. Being aware of my criminal responsibility, I declare that the information I provided is true and I acknowledge that I bear the consequences of false reporting.

**Pécs, year month day Signature[[1]](#footnote-1)**

**ATTACHMENTS[[2]](#footnote-2)**

|  |  |
| --- | --- |
| Attachment code[[3]](#footnote-3) | Attachment name |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Pécs, year month day Signature[[4]](#footnote-4)**

**Conference presentation sheet**

Please specify the details of the conference in the right column.

The sheet will not be considered in the lack of the compulsory documents.

|  |  |
| --- | --- |
| **Compulsory documents:**  **(Filled out by the Committee of Charges and Benefits)**  Call of the conference: Yes/no  Work plan and planned budget based on Annex. No. 3. (its planning and feastibility):  Active students status certificate (Certified by the Registration Office). Yes/no | |
| **Details of the planned conference** | |
| Name of the conference: |  |
| Address of the conference: |  |
| Website of the conference: |  |
| Language of the conference: |  |
| Duration of the conference[[5]](#footnote-5): |  |
| Additional: |  |
| **Proposed amount:** |  |

**Pécs, year month day Signature[[6]](#footnote-6)**

**Other professional activity sheet**

Please specify the details of the activitiy in the right column.

The sheet will not be considered if compulsory documents are missing!

|  |  |
| --- | --- |
| **Compulsory documents:**  **(Filled out by the Committee of Charges and Benefits)**  Work plan and planned budget based on Annex No. 3. (*its planning and feastibility*)  Active student status certificate (*Certified by the Registration Office*) | |
| **Details of the planned activity** | |
| Discription of the acitivity: |  |
| Address of the activity[[7]](#footnote-7): |  |
| Website of the activity: |  |
| Language of the activity: |  |
| Duration[[8]](#footnote-8): |  |
| Additional: |  |
| **Proposed amount:** |  |

**Pécs, year month day Signature[[9]](#footnote-9)**

**Activity sheet – Scientific Category**

Please specify in the right column the number of a given acitivity you have undertaken in the period indicatged in the Regulation (pieces)! Points are calculated by the UP DSA Committe on Grants and Benefits.

The activities listed here will be taken into account for both conference presentations (C) and other professional activities (P). Only fill and attach relevant documents once even if applying in both subcategories.

|  |  |  |  |
| --- | --- | --- | --- |
| **General activities** | | **Pcs.** | |
| T01 | Combined advanced (“C1”) professional language exam [1] | 7 points |  |
| T02 | Combined advanced (“C1”) language exam [1] | 5 points |  |
| T03 | Combined (“B2”) upper intermediate professional language exam [1] | 3 points |  |
| T04 | Combined (“B2”) upper intermediate language exam [1] | 1 point |  |
| T05 | Presidency or Chair membership in any special colleges of the UP | 5 points |  |
| T06 | Member of a scientific association/research group [14] | 2 points |  |
| T07 | Presidency or Chair member of a scientific association | 4 points |  |
| **Scientific publications**  *Only pulications of the period determined by the Regulation shall be considered.* | | | |
| **Publication (full text)***.* | | | |
| T08 | Lead author publication [2] | 20 points |  |
| T09 | Secondary author and co-author [3] | 15 points |  |
| T10 | Individual publication [4] | 25 points |  |
| T11 | Foreign language plus points [5] | +5 points |  |
| **Book chapter or contribution** | | | |
| T12 | Book chapter or contribution [6] | 8 points |  |
| T13 | Foreign language plus points [5] | +3 points |  |
| **Book** | | | |
| T14 | Primary author [7] | 25 points |  |
| T15 | Secondary and co-author [8] | 20 points |  |
| T16 | Individual book [9] | 30 points |  |
| T17 | Foreign language plus points [5] | +8 points |  |
| T18 | Volume editor | 7 points |  |
| T19 | Volume co-editor | 5 points |  |
| **Other scientific publication** | | | |
| T20 | Review, critique [10] | 3 points |  |
| T21 | Translation [11] | 2 ponts |  |
| **Academic competitions**  *Only competitions of the period determined by the Regulation shall be considered!* | | | |
| T22 | Faculty academic competition I. place | 3 points |  |
| T23 | Faculty academic competition II. place | 2 points |  |
| T24 | Faculty academic competition III. place | 1 point |  |
| T25 | Other, county, regional or national academic competition I. place | 6 points |  |
| T26 | Other, county, regional or national academic competition II. place | 5 points |  |
| T27 | Other, county, regional or national academic competition III. place | 4 points |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scientific, professional and conference presentations**  *Only presentations of the period determined by the Regulation shall be considered.!* | | | |
| **Conferences** | | | |
| T28 | Individual, oral presentation at an international conference | 12 points |  |
| T29 | Co-author, oral presentation at an international conference | 7 points |  |
| T30 | Individual, oral presentation at a national conference | 7 points |  |
| T31 | Co-author, oral presentation at a national conference | 5 points |  |
| T32 | Poster section [12] | 3 points |  |
| T33 | Foreign language plus points [5] | +3 points |  |
| T34 | Presentation at the university, special college | 2 points |  |
| **Event, conference organization** | | | |
| T35 | Organization of international conference, event [13] | 10 points |  |
| T36 | Organization of national, regional conference, event [13] | 8 points |  |
| T37 | Organization of other conference, event (e.g.: speical college) | 3 points |  |

[1] In the same language, only the higher level language exam shall be considered.

[2] The publication has more authors and the applicant is the first.(indicated in the first place among the authors)

[3] The publication has more authors and the applicant is the first. (indicated in other then the first place among the authors)

[4] The applicant is the only author of the publication.

[5] Scientific publication is a given cagtegory in a foreign language.

[6] At least 20 pages long book chapter or contribution.

[7] The book has more authors and the applicant is the first. (indicated in other then the first place among the authors)

[8] The book has more authors and the applicant is the first. (indicated in other then the first place among the authors).

[9] The applicant is the only author of the publication.

[10] Published in a scientific paper, a critique of at least 6.000 characters (including spaces) of another, professionally relevant publication.

[11] Published in a scientific paper, a translation of at least 6.000 characters (including spaces) of another, professionally relevant publication.

[12] Presentation of a scientific study at the poster section of a conference.

[13] Only scientific events are acceptable.

[14] Maximum 3 research groups can be considered.

**Activity Sheet – Art Category**

Please specify in the right column the number of a given activity you have undertaken in the period indicated in the Regulation. Points are calculated by the UP DSA Committee on Grants and Benefits.

The activities listed here will be taken into account for both conference presentations (C) and other professional activities (P). Only fill and attach relevant documents, even if applying in both sub-categories.

|  |  |  |  |
| --- | --- | --- | --- |
| **General activities** | | **Pieces** | |
| M01 | Combined advanced („C1”) professional language exam [1] | 7 points |  |
| M02 | Combined advanced („C1”) language exam [1] | 5 points |  |
| M03 | Combined (“B2”) upper intermediate professional language exam [1] | 3 points |  |
| M04 | Combined (“B2”) upper intermediate language exam [1] | 1 point |  |
| M05 | Presidency or Chair membership in any special colleges of the UP | 5 points |  |
| M06 | Member of an artistic organization | 2 points |  |
| M07 | Presidency or Chair member of an artistic organization | 4 points |  |
| **Performers, creative activities - music**  *Only activities of the period determined by the Regulation shall be considered.* | | | |
| M08 | Master course - national [2] | 10 points |  |
| M09 | Master course - abroad [2] | 15 points |  |
| M10 | Individual works (e.g. CD) - national [3] | 5 points |  |
| M11 | Individual works (e.g. CD) - international [3] | 8 points |  |
| M12 | Concert – national [4] | 15 points |  |
| M13 | Concert - international [4] | 20 points |  |
| M14 | Other performance (e.g. recital, presentation) | 2 points |  |
| **Creative activities – fine arts, architectural art**  *Only activities of the period determined by the Regulation shall be considered.* | | | |
| M15 | Exhibition – national [5] | 10 points |  |
| M16 | Exhibiton – international [5] | 15 points |  |
| M17 | Catalog – national [6] | 5 points |  |
| M18 | Catalog – international [6] | 7 points |  |
| M19 | Tender – national [7] | 15 points |  |
| M20 | Tender – international [7] | 20 points |  |
| **Creative activities – literary art**  *Only activities of the period determined by the Regulation shall be considered.* | | | |
| M21 | Individual prose or poetry collection [10] | 10 points |  |
| M22 | Publication of individual prose or poetry in a professional journal [11] | 3 points |  |
| M23 | Foreign language bonus [9] | +3 points |  |
| **Conferences**  *Only activities of the period determined by the Regulation shall be considered* | | | |
| M24 | Individual, oral presentation at an international conference | 12 points |  |
| M25 | Co-author, oral presentation at an international conference | 7 points |  |
| M26 | Individual, oral presentation at a national conference | 7 points |  |
| M27 | Co-author, oral presentation at a national conference | 5 points |  |
| M28 | Other informative presentation, workshop presentation | 3 points |  |
| M29 | Foreign language plus points [9] | +3 points |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Scientific publication**  *Only activities of the period determined by the Regulation shall be considered.* | | | |
| M30 | Individual publication (in Hungarian / in native language) | 5 points |  |
| M31 | Individual publication (in a foreign language) | 10 points |  |
| M32 | Book chapter or contribution (in Hungarian / in native language) [8] | 5 points |  |
| M33 | Book chapter or contribution (in a foreign language)[8] | 10 points |  |
| M34 | Book (in Hungarian / in native language) | 15 points |  |
| M35 | Book (in foreign language) | 20 points |  |

[1] Only higher-level language exams from the same language are considered.

[2] Participation and completion of a master course are acceptable.

[3] Music works published by domestic or international publishers equipped with the International Standard Recording Code (ISRC code) are acceptable.

[4] Performance at domestic or foreign concerts is acceptable.

[5] Participation in domestic or foreign exhibitions where the applicant’s work has been presented tot he general public in acceptable.

[6] Presentation of the applicant’s work in a catalog is acceptable.

[7] Participation in domestic or foreign competititions is acceptable.

[8] A book excerpt or chaptr of at least 20 pages (the author must be listed among the book’s authors.)

[9] Scientific work in the category, in a foreign language.

[10] Works published by domestic or international publishers with an International Standard Book Number (ISBN) are acceptable.

[11] Works published in domestic or international professional journals are acceptable.

**FILLING INSTRUCTIONS**

**General Information**

**Please read carefully the filling instructions before proceeding with filling out the form.**

**Important Informations:**

* In the work plan, address the following topics: how the confgerence or event contributes to your professional development, the activities involved, the results and further applicability of the conference, how experiences gained will be shared, etc.
* The mandatory expense and work plan must be submitted based ont he form template found in Annex 3 of the Regulation for Outstanding Scientific And Artistic Scholarships. The Compensation and Benefits Committe of UP DSA will not accept any documents deviating from this.
* The cost calculation should include the following factors: mode of travel, travel expenses, accomodations costs, registration of participation fees, other expenses.
* Multiple certifications may be included in one row, the attachment of all requested certifications is mandatory.
* If the necessary certification in the correct form is not attached to any row of a form, the corresponding row of the form cannot be evaluated.
* In case of a missing mandatory document, the entire form becomes invalid, and points cannot be allocated to individual rows.
* Listing all attached documents is mandatory under the „attachments” section. Documents not listed will not be considered during the application process. In case of insufficient space, the use of an additional sheet is allowed, in this case, sign and indicate the attachment.
* Listing all attached documents is mandatory under the „attachments” section. Documents not listed will not be considered during the application process. In case of insufficient space, the use of an additional sheet is allowed, in this case, sign and indicate the attachment.
* *International competition/program/event*: Program involving foreign presenters or participants, provided that
* *National competition/program/event:* Program announced in at least 6 counties.
* *Regional competition/program/event:* Program announced in at least 2 counties.
* *Foreign conference*: Professional conference held outside Hungary.
* *Domestic conference:* Professional conference not held in the Southern Transdanubia region.
* *Regional conference:* Professional conference held in the Southern Transdanubia region.

**VALIDATION**

In addition tot he mandatory documents listed on each submitted form, additional certificatgions must be attached. Please indicate ont he attachments which row the document is relevant to!

The UP DSA cannot consider documents that cannot be identified!

In case of missing or inadequate certification, the acitivity related tot he corresponding row cannot be evaluated.

**Submitting a copy of each certification is sufficient.**

**The UP DSA reserves the right to request to view the original docuemnts. Refusal to comply may result in the rejection of the application.**

|  |  |
| --- | --- |
| T01-T04 | Language proficiency certificate |
| T05 | Certificate from the president or vice president of the special college |
| T06 | Certificate from the leader of a scientific organization / research group |
| T08-T21 | Publication ISBN/ISSN number, date of publication, table of contents, or the first page of the published work, or a publisher’s certification or a declaration stating that the Applicant is aware of their civil and criminal responsibility and declares that their publication list fully corresponds to reality. |
| T22-T27 | Certificate or organizer’s certification of participation and placement. |
| T28-T34 | Personal invitation letter/program booklet or certificate stamped by the organizer. |
| T35-T37 | Certificate stamped by the organizing institatuion. |
| M01-M04 | Language proficiency certificate |
| M05-M07 | Certificate from the president or vice president of a specialist college |
| M08-M09 | Organizer’s certification |
| M10-M11 | Name of musical work and publisher, date of publication, ISRC |
| M12-M16 | Poster, invitation, organizer’s certification |
| M17-M18 | Catgalog ISBN/ISSN or DOI identifier, date of publication, page featuring the work |
| M19-M20 | Certificate, certification from the organization issuing the competition |
| M21 | ISBN/ISSN or DOI identifier of the work, date of publication, the first page of the work or publisher’s certification containing the ISBN/ISSN number of the work |
| M22 | Certificate issued by the professional journal |
| M24-M29 | Personal invitation letter/program booklet or organizer’s certification |
| M30-M35 | Publication ISBN/ISSN or DOI identifier, date of publication, table of contents, or the first page of the published work |

**In case of unclear or contradictory applications, the UP DSA may request additional documents to assess the application or initiate a personal hearing at the student committee meeting.**

**There is no possibility to supplement the documents listed in this guide and on the forms.**

1. The proposal is invalid without a signature. [↑](#footnote-ref-1)
2. Attachments not specified here will not be considered by the Committee. [↑](#footnote-ref-2)
3. Which topic does the attachment refer to? E.g. T01 (*attachment code)*: Combined advanced („C1”) level professional language certification. [↑](#footnote-ref-3)
4. The proposal is invalid without a signature. [↑](#footnote-ref-4)
5. Year, month, day – year, month, day [↑](#footnote-ref-5)
6. The proposal is invalid without a signature. [↑](#footnote-ref-6)
7. Country, address [↑](#footnote-ref-7)
8. Year, month, day – year, month, day [↑](#footnote-ref-8)
9. The porposal is invalid without a signature. [↑](#footnote-ref-9)