

| Filled by the Charges and Benefits Committee | |
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| Reg No.: | |
| Reg. date: | |
| Decree No.: | |

| UP DSA DOCTORAL PROPOSAL FORM For doctoral Students of the University of Pécs | |
|--|---|
| <i>Deadline for receipt: 3 June 2022 (p.m. 11:59) - palyazatok.dok@pte.hu</i> | |
| Other informations | |
| <i>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 since the last application cycle.</i> | |
| Student identification: 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 school: | |
| Expected time of of student status termination: ¹ | |
| Cellphone number: | |
| E-mail address: | |
| Name, title of consultant: | |
| Contact info of consultant: | |
| Has applied earlier: | |
| Proposal Categories | |
| The given category can only be evaluated in the case of a completed proposal sheet! Only a clearly specified category can be considered! | |
| Category: | scientific/art |
| Sub-category: | conference presentation/other professional activity |

year month day

_____ Applicant signature²

¹ Based on student status certificate

² The proposal is invalid without a 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.

year month day

Applicant signature³

³The proposal is invalid without a signature.

| | |
|---|--|
| <p>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!</p> | |
| <p>Compulsory documents: (Filled out by the Committee of Charges and Benefits)</p> | |
| <ul style="list-style-type: none"> • <i>Call of the conference:</i> Yes/No • <i>Work plan and planned budget based on Annex No. 3. (its planning and feasibility):</i> Points (max. 20): • <i>Active student status certificate (Certified by the Department of Studies)</i> Yes/No | |
| <p>Details of the planned conference</p> | |
| Conference title: | |
| Conference Address ⁷ : | |
| Conference website: | |
| Working language: | |
| Conference durations ⁸ : | |
| Additional: | |
| Proposed amount: | |

year month day

_____ Applicant signature⁹

⁷ Country, address

⁸ year, month, day - year, month, day

⁹ The proposal is invalid without a signature.

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| <p>Other professional activity sheet Please specify the details of the activity in the right column. The sheet will not be considered in the lack of the compulsory documents!</p> | |
| <p>Compulsory documents: (Filled out by the Committee of Charges and Benefits)</p> | |
| <ul style="list-style-type: none"> • <i>Work plan and planned budget based on Annex No. 3. (its planning and feasibility):</i> Points (max. 20): • <i>Active student status certificate (Certified by the Department of Studies) Yes/No</i> | |
| <p>Details of the planned activity</p> | |
| Activity description | |
| Place ¹⁰ : | |
| Activity website: | |
| Working language | |
| Duration ¹¹ : | |
| Additional: | |
| Proposed amount: | |

year

month

day

 Applicant signature¹²

¹⁰ Country, address

¹¹ year, month, day - year, month, day

¹² The proposal is invalid without a signature.

| General activities sheet - Scientific Category | | | |
|---|---|-----------|-------------|
| Please specify in the right column the number of a given activity you have undertaken in the period indicated in the Regulation (pieces)! Points are calculated by the UP DSA Committee on Grants and Benefits. | | | |
| <i>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 sub-categories!</i> | | | |
| 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 | 2 points | |
| T07 | Presidency or Chair member of a scientific association | 4 points | |
| Scientific publications | | | |
| <i>Only publications of the period determined by the Regulation shall be considered!</i> | | | |
| Publication (full text) | | | |
| T08 | Lead author publication [2] | 20 points | |
| T09 | Secondary author and co-author [4] | 15 points | |
| T10 | Individual publication [5] | 25 points | |
| T11 | Foreign language plus points [3] | +5 points | |
| Book chapter or contributor | | | |
| T12 | Book chapter or contributor [6] | 8 points | |
| T13 | Foreign language plus points [3] | +3 points | |

| Book, volume | | | |
|---|---|-----------|--|
| T14 | Primary author volume [7] | 25 points | |
| T15 | Secondary and co-author [8] | 20 points | |
| T16 | Individual volume [9] | 30 points | |
| T17 | Foreign language plus points [3] | +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 points | |
| Academic competitions | | | |
| <i>Only competitions of the period determined by the Regulation shall be considered!</i> | | | |
| 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 | | | |
| <i>Only presentations of the period determined by the Regulation shall be considered!</i> | | | |
| 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 | |

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| T33 | Foreign language plus points [3] | +3 points | |
| T34 | Presentation at the University, special college | 2 points | |
| Event, conference organization | | | |
| <i>Only events, conferences of the period determined by the Regulation shall be considered!</i> | | | |
| 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.: special college) | 3 points | |

- [1] In the same language, only the higher level language exam shall be considered.
- [2] The given publication has more authors and the applicant is the first (indicated in the first place among the authors).
- [3] Scientific publication in a given category in a foreign language.
- [4] The given publication has more authors and the applicant is not the first (indicated in other then the first place among the authors).
- [5] The applicant is the only author of the publication.
- [6] At least 20 pages long book chapter or contribution (the applicant must be listed among the authors of the book)
- [7] The given book has more authors and the applicant is the first (indicated in the first place among the authors).
- [8] The given book has more authors and the applicant is not 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 6000 characters (including spaces) of another, professionally relevant publication.
- [11] Published in a scientific paper, a translation of at least 6000 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.

| General activities sheet - Artistic Category | | | |
|---|---|-----------|-------------|
| Please specify in the right column the number of a given activity you have undertaken in the period indicated in the Regulation (pieces)! Points are calculated by the UP DSA Committee on Grants and Benefits. | | | |
| <i>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 sub-categories!</i> | | | |
| General activities | | | Pcs. |
| 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 points | |
| M05 | Presidency or Chair membership in any special colleges of the UP | 5 points | |
| M06 | Member of an artistic association | 2 points | |
| M07 | Presidency or Chair member of an artistic association | 5 points | |
| Performers, creative activities - music | | | |
| <i>Only activities of the period determined by the Regulation shall be considered!</i> | | | |
| 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 | | | |
| <i>Only activities of the period determined by the Regulation shall be considered!</i> | | | |
| M15 | Exhibition – national [5] | 10 points | |
| M16 | Exhibition – international [5] | 15 points | |
| M17 | Catalog – national [6] | 5 points | |

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| M18 | Catalog – international [6] | 7 points | |
| M19 | Tender – national [7] | 15 points | |

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| M20 | Tender – international [7] | 20 points | |
| Conferences | | | |
| <i>Only activities of the period determined by the Regulation shall be considered!</i> | | | |
| M21 | Individual, oral presentation at an international conference | 12 points | |
| M22 | Co-author, oral presentation at an international conference | 7 points | |
| M23 | Individual, oral presentation at a national conference | 7 points | |
| M24 | Co-author, oral presentation at a national conference | 5 points | |
| M25 | Other informative presentation, workshop presentation | 3 points | |
| M26 | Foreign language plus points [3] | +3 points | |
| Scientific publication | | | |
| <i>Only activities of the period determined by the Regulation shall be considered!</i> | | | |
| M27 | Individual paper (in Hungarian/ <i>in native language</i>) | 5 points | |
| M28 | Individual paper (in a foreign language) | 10 points | |
| M29 | Book chapter or contribution (in Hungarian/ <i>in native language</i>) [8] | 5 points | |
| M30 | Book chapter or contribution (in a foreign language) [8] | 10 points | |
| M31 | Book (in Hungarian/ <i>in native language</i>) | 15 points | |
| M32 | Book (in a foreign language) | 20 points | |

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

[2] Participation and completion of a master course can be accepted.

[3] Musical works having International Standard Recording Code (ISRC) published by national or international publishers can be accepted. Participation in a national or international concert can be accepted.

[4] Participation at a national or foreign exhibition can be accepted, where the applicant's work is presented to the general public.

[5] The applicant's work presented in a catalog can be accepted.

[6] Successful proposal in a national or international tender.

[7] At least 20 pages long book chapter or contribution (the applicant must be listed among the authors of the book).

Instruction manual

General information

Please read this manual carefully before filling the forms!

Important information:

- In your work plan, please cover the following topics: how does the conference/event contribute to your professional advancement, results, further use of the conference/activity, methods for passing on the acquired experiences.
- The work plan and the budget shall be submitted according to Annex No. 3 of the Regulation. The UP DSA Grants and Benefits Committee will not accept any other documents for this purpose.
- The budget shall include the following: travelling method, traveling costs, accommodation cost, registration/participation fees, other expenses.
- There may be more than one certificate per line, attaching all requested certificates is mandatory!
- If you do not attach the necessary certificate to a line of data sheet in the appropriate form, the line of the data sheet cannot be evaluated!
- In the absence of a mandatory document, the entire datasheet is invalid (0 point), no points can be given for any lines in that data sheet!
- In the "Attachments" section, listing all the attached documents is mandatory. Unlisted documents cannot be taken into consideration during the evaluation! In case of not enough space, the use of an supplement sheet is allowed, in this case, sign the supplement sheet and indicate the fact of the attachment!
- A particular performance/result/membership can only counted for one line! If a result is listed on multiple lines, **the result cannot be taken into account, so please carefully choose where to claim the result. Exceptions to this are only those activities that have appeared in an exhibition as well as in a catalog.**

International competition/program/event A program with the participation of an international speaker or participant, unless the participant/performer takes part in an exchange program in Hungary or partly/wholly abroad.

- *National competition/program/event: programs announced in at least 6 counties*
- *regional competition/program/event: programs announced in at least 2 counties*
- *International conference* a professional conference organized outside of Hungary
- *National conference* a professional conference organized outside of the Southern Transdanubian region
- *Regional conference* a professional conference organized in the Southern Transdanubian region

Order of certification

Additional certificates beyond the mandatory attachments for the data sheets. Please specify on the attachment to which line it connects!

Unidentified documents will not be considered by the UP DSA Grants and benefits Committee

Missing or inadequate certificates will render the particular line unacceptable!

Certificates in case of all data sheets:

A copy is sufficient for each certificate.

The Committee reserves the right to ask for the original certificate for foul proofing.

Denying it may result in the rejection of the proposal.

| | |
|---------|---|
| T01-T04 | Language exam certificate |
| T05 | Certificate from the president, vice-president of the special college |
| T06-T07 | Certificate from the head of the scientific association |
| T08-T21 | Pages including the ISSN/ISBN number, the date of publication, the table of contents, the first page of the published work, or publisher's certificate, or publication and conference note, and a statement declaring that the Applicant - under civil and criminal liability - takes full responsibility for the accuracy of their list of publications. |
| T22-T27 | A certificate or a verification from the organizer (including the fact of participation and the result) |
| T28-T34 | Certificate of a letter of invitation/program booklet or organizer verification |
| T35-T37 | Certification from the head of the organizing entity |
| M01-M04 | Language exam certificate |
| M05-M07 | Certificate from the president, vice-president of the special college |
| M08-M09 | Certification from the organizer |
| M10-M11 | Title of the musical work and name of the publisher, date of publication, ISRC |
| M12-M16 | Poster, invitation letter, certification from the organizer |
| M17-M18 | ISBN/ISSN/DOI code of the catalog, time of publication, introduction page |
| M19-M20 | Certificate, certification of the tender organizer |
| M21-M26 | Personal invitation letter, program schedule, certification from the organizer |
| M27-M32 | ISBN/ISSN/DOI code, time of publication, the table of contents, the first page of the publication |

In case of unambiguous or contradictory proposal the UP DSA Committee on Grants and Benefits may request the applicant to submit additional documents or initiate a personal hearing at the Committee's session.

It is not possible to supplement missing documents indicated in this guide and the datasheets!