

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

UP DSA DOCTORAL PROPOSAL FORM For doctoral Students of the University of Pécs	
<i>Deadline for receipt: 2 June 2023 (p.m. 11:59) - palyazatok.dok@pte.hu</i>	
<u>If you require a preliminary formal check of your application, the deadline for submission is 30 May 2023, 23:59</u>	
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.

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)	
• <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
Details of the planned conference	
Conference title:	
Conference Address ⁷ :	
Conference website:	
Working language:	
Conference durations:	
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.

<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).</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)¹			
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	

¹ Under publication, the applicants may only turn in scientific publications which are published in a journal either having Q1-Q4 Scimago or Scopus ranking or A-D ranking of the Hungarian Academy for Sciences.

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	

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 than 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 than 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).</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	

M18	Catalog – international [6]	7 points	
M19	Tender – national [7]	15 points	
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 the organizing institutions stamped certificate
T35-T37	Stamped certification from the organizing institution
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