

Rules and Regulations of the Doctoral Student Association of the University of Pécs on the Scientific and Art Scholarship
Pécs 2020
Effective from 14 October 2020

Please note that this document is solely a translation of the official Hungarian text of the Rules and Regulations, therefore binding decisions can only be made based on the Hungarian text. In case of any doubt, the Hungarian text has authority.

**RULES AND REGULATIONS
OF THE DOCTORAL STUDENT ASSOCIATION OF THE UNIVERSITY OF PÉCS
ON THE OUTSTANDING SCIENTIFIC AND ART SCHOLARSHIP**

The Doctoral Student Association (hereinafter: UP DSA) of the University of Pécs (hereinafter: UP) has adopted the following Rules and Regulations (hereinafter: Regulation) pursuant to Article 25 (2) of the Code of Charges and Benefits of the UP, Article 3 (1) a) of the Statutes of the UP DSA, and Article 11 (1) b) of the Code of Charges and Benefits of the UP DSA on the proceedings pertaining to the Outstanding Scientific and Art Scholarship (hereinafter: Scholarship), which may be awarded one time every semester to doctoral students and candidates of the UP:

**Chapter I.
General Provisions**

1. The scope of the Regulation

Article 1. The personal scope of the Regulation shall extend to doctoral students of the UP and all officers, administrators, and organizational units of the UP DSA.

Article 2. The material scope of the Regulation shall extend to the proceedings pertaining to the Outstanding Scientific and Art Scholarship, established by the UP DSA pursuant to Article 25 (2) of the Code of Charges and Benefits of the UP and set forth in Article 11 (1) b) of the Code of Charges and Benefits of the UP DSA , which may be awarded to doctoral students and candidates of the UP.

2. The purpose of the Regulation

Article 3. The purpose of the Regulation is to support the academic and scientific progress of the doctoral students of the UP according to task of the UP DSA set forth in Article 3 (1) k) of the Statutes of the UP DPA.

**Chapter II.
The structure of the Scholarship**

3. The Scholarship categories

Article 4. (1) The Scholarship shall be awarded for the doctoral students of the UP based on their unique scientific or artistic performance.

(2) The Delegates Assembly of the UP DSA (hereinafter: Delegates Assembly) shall call for proposals to the Scholarship in two cycles every academic year (spring and fall semesters).

(3) Doctoral students may apply for the Scholarship in

- a) scientific or
- b) art categories.

(4) There are two sub-categories within each category based on the prospective activity:

- a) giving a scientific presentation in a domestic or international conference,
- b) other professional activity.

4. Eligibility for proposal

Article 5. The Scholarship may be awarded to doctoral students having an active student status at the UP.

5. Proposal requirements

Article 6. (1) The doctoral student having an active student status at the UP may apply for the Scholarship if,

- a) the applicant has an active doctoral student status in the semester of proposal and during the Scholarship period as well;
- b) the student undertakes to submit a signed, written report based on the requirements set forth in Annex No. 2 of the Regulation after the Scholarship period.

(2) An applicant shall only submit one proposal per proposal-cycle and sub-category.

(3) The proposals, modification requests, reports, and any other relevant documents – Unless specified otherwise in the call for application - shall be submitted via registered mail with advice of delivery addressed to the UP DSA (Pécsi Tudományegyetem Doktorandusz Ökormányzat, 7622 Pécs, Vasvári Pál u. 4.).

(4) The text “Outstanding Scientific and Art Scholarship” shall be indicated on the envelope.

(5) The applications can be submitted electronically in specific circumstances. The method of submission is always specified in the call for application.

Article 7. (1) Detailed requirements of the documents to be attached to the proposal are set forth in Annex No. 1 of the Regulation.

(2) The applicant submitting false information in the attached documents shall be automatically disqualified from the process.

Chapter III.

The criteria for the evaluations of proposals

Article 8. (1) The criteria for the evaluation of proposals shall be:

- a) An active scientific or artistic activity between the commencement of the semester and the publication of the call for proposals. If the applicant has already submitted a successful proposal, the supporting documents for each activity can only be submitted from the period since the publication of the latest call for proposals.
- b) Activities of public interest between the commencement of the semester and the publication of the call for proposals. If the applicant has already submitted a successful proposal, the supporting documents for each activity can only be submitted from the period since the publication of the latest call for proposals.
- c) The professional and budgetary aspects of the submitted proposal, its planning and feasibility based on Annex No. 3 of the Regulation.

(2) Details of the criteria listed in paragraph (1) are set forth in the Annexes of the Regulation.

Chapter IV.

Procedure for the evaluation of the proposals

6. Publication of the call for proposals

Article 9. (1) The call for proposals shall be published by the Delegates Assembly every semester.

(2) The Delegates Assembly shall set the deadline for the proposal period in a manner that it lasts at least fifteen days.

Article 10. (1) The call for proposals shall be published in a way that 90 % of the available budget is allocated to scientific categories and 10 % is allocated to art categories.

(2) For the remaining amount of the Scholarship after the end of the proposal period, the Delegates Assembly may

- a) publish a supplementary call, in which the terms of the proposal and the evaluation may differ from those specified in the original call, or

- b) modify the budget allocation set forth in paragraph (1), if possible based on the distribution of the proposals received.

(3) In case of a supplementary call, the Assembly shall not be bound by the budget allocation set forth in paragraph (1).

7. Evaluation of the proposals

Article 11. The submitted proposals shall be evaluated by the Charges and Benefits Committee (hereinafter: Committee) of the UP DSA in compliance with the rules of procedure set forth in Annex No. 2 of the Statutes of the UP DSA.

Article 12. (1) The Committee shall examine the proposals and determine their validity.

(2) The proposal shall be deemed invalid if

- a) compulsory documents are missing and
- b) the proposal does not fulfil the requirements determined in Article 8 (1) c).

(3) After determining the validity of the proposals, the Committee shall decide on its recommendation on the rankings of the proposals and the amounts of the scholarships.

(4) The Chair of the Committee shall submit the certified minutes of the Committee meeting to the next session of the Delegates Assembly.

Article 13. (1) The rankings shall be set-up by categories and within them by sub-categories.

(2) A maximum of 100 points may be given for a proposal in a breakdown set forth in Annex No. 1.

8. Decision on the Scholarships

Article 14. The Delegates Assembly shall decide on the Committee's recommendation on the rankings of the proposals and the amounts of the scholarships by a vote. The Delegates Assembly shall not be bound by the Committee's recommendation.

Chapter V.

Amending a successful proposal, renunciation of the Scholarship

Article 15. (1) A successful proposal may be amended by the applicant in case of an unforeseen circumstance occurring after the Scholarship decision if

- a) the occurred, unforeseen circumstance jeopardizes the proposal-conform performance and
- b) the amendment request is submitted to the Committee in writing at least 15 days in advance to the date of implementation of the activity.

(2) The amendment request shall contain:

- a) the reasons of the request,
- b) the changes in the proposal,
- c) the changes in the work plan and the budget,
- d) the changes in other relevant documents required by Annex No. 1. for given categories and subcategories.

(3) Amendments to the proposal shall not involve changing the category and subcategory of the proposal.

(4) It is not necessary to submit an amendment request if the change concerns only the date of the implementation of the proposal, provided that the new date falls within the given Scholarship period.

(5) The Committee shall adopt its decision on the amendment request acting on an ad hoc basis, after taking into account the circumstances specified in the request.

(6) On the proposal of the Committee, the Delegates Assembly may oblige the successful applicant to reimburse up to 80% of the Scholarship awarded, taking into account all the circumstances specified in the amendment request.

Article 16. If the applicant does not apply for an amendment or does not submit it in the manner specified in paragraphs (2) - (3), and the commitments specified in the original proposal are not fulfilled, the Delegates Assembly may apply the legal consequence of renunciation against the applicant, taking into account all the circumstances of the case.

Article 17. (1) In the event of unforeseen circumstances following the decision on the Scholarship, the successful applicant may renunciate the Scholarship if the occurred, unforeseen circumstance renders the implementation of the proposal impossible.

(2) In the event of renunciation, the Delegates Assembly may – subject to all the circumstances of the case – oblige the successful applicant to reimburse the full amount of the Scholarship after taking into account all the circumstances of the case.

Chapter VI. Reports of the successful proposals

Article 18. (1) The successful applicant shall submit a report on his or her activity within 30 days after the given proposal-cycle, based on Annex No. 2.

(2) The Delegates Assembly may, on the initiative of the Committee, lay down additional reporting requirements for an applicant when it is necessary to prove beyond reasonable doubt the implementation of the activities specified in the proposal.

Article 19. (1) If the successful applicant does not report on his or her activity within the time period specified in Article 18 (1) or does not comply with the provisions of Article 2 of the Regulation, the Delegates Assembly may, in the manner set forth in Annex No. 2, oblige the applicant to reimburse the full amount of the Scholarship after taking into account all the circumstances of the case.

(2) If the successful applicant does not report on his or her activity within the time period specified in Article 18. (1), the applicant shall not be eligible to apply for the Scholarship in the next Scholarship period.

Article VIII. Legal remedy

Article 20. (1) The applicant may submit to the UP DSA Bureau (hereinafter: Bureau) an objection against the Delegates Assembly's decision on the merits of his or her proposal or report within 15 days from the date of notification or acknowledgment thereof, addressed to the UP DSA Supervisory Board (hereinafter: Supervisory Board). The Bureau shall forward the objection to the Supervisory Board without undue delay.

(2) The Supervisory Board shall examine the objection and adopt a decision on the case within 15 working days.

Article 21. The Supervisory Board examines in its legal remedy procedure the entire proposal procedure, particularly the evaluation of proposals by the Committee and the decision of the Delegates Assembly.

Article 22. The Supervisory Board shall reject the objection without substantial examination of the case, if

- a) it was not submitted by the applicant,
- b) the applicant missed the deadline set forth in the Regulation,
- c) the applicant does not specify in the subject of the objection the disputed decision of the Delegates Assembly,
- d) the applicant does not specify the violated rights stipulated by law or regulations of the University by the decision of the Delegates Assembly,
- e) the objection does not contain a definite request.

Article 23. (1) If the Supervisory Board did not reject the objection without substantial examination of the case, it shall examine whether the applicant's rights specified in the objection have been violated by the decision of the Delegates Assembly.

(2) If the Supervisory Board establishes a violation committed the Delegates Assembly on the basis of the objection, it shall order the Delegates Assembly to remedy the infringement. In the framework of the remedy, the Delegates Assembly will annul its decision in whole or in part and adopt a new decision.

(3) In the order set forth in paragraph (2), the Supervisory Board may propose to the Delegates Assembly a way of remedying the wrong.

Article 24. If the new decision of the Delegates Assembly still violates the rights of the applicant, he or she may appeal to the competent forum available to him or her under the regulations of the University.

Article 25. (1) If the Supervisory Board finds the objection to be unfounded, it rejects it and at the same time draws the attention of the applicant to possible forums of appeal under the regulations of the University.

Article 26. In matters relating to the legal remedy procedure, the other relevant regulations of the University shall apply mutatis mutandis to issues not stipulated in this Regulation.

Closing provisions

Article 27. (1) With the entry into force of this Regulation, the UP DSA Tendering Regulations will expire.

(2) This Rules Regulations enters into force on 14 October 2020.

Article 28. (1) Proceedings in progress shall be governed by the Tendering Regulations in force in accordance with the respective Call for Proposals.

(2) If the Regulation is more favorable to the applicant, it should also apply to pending cases.

Article 29. The other relevant regulations of the University shall apply mutatis mutandis to issues not stipulated in this Regulation.

Clause

This Regulation was adopted by the General Assembly of the UP DSA at its session held on 14 October 2020 with Resolution 132/2020. (X. 14.).