**Appendix III.3. - 4.**

Semmelweis University

*Institutional ID code: FI 62576*

**Financing Departmental Doctoral Divisions**

**I. Student research framework**

1) *The reimbursement financial framework* is counted after each PhD student and it is for supporting the material expenses of PhD students’ work.

2) The financial research framework will be utilised in connection with the PhD research. Therefore, it will be opened at the PhD supervisor's workplace, unless the PhD supervisor's workplace is not at Semmelweis University. In this case, the financial research framework will be opened at the Doctoral Office and an invoice will be issued to Semmelweis University by the workplace of the PhD supervisor requesting for the amount of financial research support for PhD students.

3) The invoice must be labelled as “Invoice for the coverage of the research costs of PhD students”.

4) The invoice must include the amount of financial research support for PhD students issued each semester.

5) The Doctoral Office will assure the opening of the financial research framework by 15 October in the autumn semester, preferably by 15 March in the spring semester, but no later than 10 days after the adoption of the institutional budget.

**II.Other specifications:**

1) Utilization of own revenue (student payments, eg application fee, tuition fee): this financial framework is used to support travel applications and courses, reward students, coordinate Doctoral Divisions, manage Doctoral Office, cover website management, support conferences, etc.

2) The student grants and administrative budget cannot be carried forward to the following year, it must be used until 31 December of the current year, and in the SAP system they must be tied to orders respectively.

3) For PhD students with certificate of completion (absolutorium) a pre-doctoral scholarship may be awarded for a period of 12 months.

4) The application fee as a procedural fee will not be refunded in case of unsuccessful admission! If the PhD student does not enroll /register for a semester then tuition fees are non-refundable but will be credited for the following active semester. If the PhD student does not wish to register for further semesters, on his/her written request submitted to the Doctoral Office we will return the tuition fee to the designated current account.