

Call for Applications

Semmelweis University's Center of International Training Programs calls for applications for the **„ISSA/DSVS Public Participation Scholarship” for the spring semester of the 2024/2025 academic year.**

1. Conditions for application

Eligible candidates are full-time students with an active status, who are enrolled in the undivided English- or German-language program in general medicine, dentistry or pharmaceutical science.

Applications can be submitted to fill the following positions and/or to fulfil the respective tasks:

1. presidents, vice-presidents
2. supporting positions
3. faculty representatives, year representatives
4. project contributors

Applications must contain the following:

- indication of one of the above categories based on the position/title held, tasks carried out, as well as a report on the activities carried out in the second semester of the academic year 2024/25 (maximum one A4 page, in English or German)

Applicants must provide the necessary data for their identification and for the verification of their eligibility (name, Neptun ID, year, faculty); failure to do so will result in the application being rejected.

An application cannot be submitted by individuals who, during previous application cycles, have been found by the evaluation committee or other authorized university personnel (e.g., the ethics committee) to have provided false information or misled the reviewers in any way.

2. The body authorized to assess applications:

Applications will be evaluated by the “ISSA/DSVS Public Participation Scholarships Evaluation Committee” established under Decision No. 23495/NHKK/2023 with the following composition:

1. Vice-Rector for International studies
2. Head of the Directorate of International Studies
3. Head of Division of English Language Programs of the Directorate of International Studies
4. Head of Division of German Language Programs of the Directorate of International Studies
5. the ISSA and DSVS Presidents in office, with the precondition that they may not take part in the decision concerning their person or position

3. Deadline for Submitting Applications

Applications can be submitted by sending an e-mail with all the required documents specified in section 1 above to the address **titkarsag.nhkk@semmelweis.hu** by **31 August 2025**.

4. Supplementary Documents, Decision, Objections

There is no opportunity to submit a request for an extension due to missing deadlines or incomplete applications. Incomplete, late or non-compliant applications will be rejected. However, in the event of a typing mistake in the name, contact details or bank account number of the Applicant, or a change in the respective data during the application period, applicants have the right to amend, supplement or correct their application data accordingly.

Applications that meet all the requirements will be reviewed by the committee specified in section 2 **within 15 days** after the deadline.

Applicants have the right to appeal a rejection within 5 business days following receipt of the notification by contacting the Vice-Rector for International Studies. The appeal shall state the specific action or omission of the committee being challenged. If the appeal is upheld, the committee shall re-evaluate the application accordingly.

5. **Amount of the scholarship** for each category (**for the spring semester** of the academic year 2024/2025):

Category I: 400.000 - 500.000 HUF/student

Category II: 300.000 - 399.000 HUF/student

Category III: 150.000 - 299.000 HUF/student

Category IV: 40.000 - 149.000 HUF/student

For successful applicants, the payment is subject to the condition that the beneficiary has a bank account number suitable for receiving HUF, set as default in the Neptun system. The bank account number can be set and payment made until the end of the semester.

The details of the scholarship awarded as a grant (title of the grant, amount of the grant awarded) are recorded in the Neptun electronic study system.

Payment of the scholarships awarded will be made within one month of the date of the evaluation of the applications. Public participation scholarships for the second semester of the academic year 2024/25 are available for each organisation (DSVS or ISSA) up to a maximum amount of 5,500,000 HUF.

6. Paying back the scholarship:

Scholarship recipients who fail to meet the obligations outlined in the scholarship contract in part or in whole must repay the entire amount received, or the portion affected by the breach, plus interest for late payment as per the Civil Code of Hungary, within 8 days of receiving a notice by the University.

In cases where it is established that the applicant provided false information during the evaluation process, they will also be required to repay the full amount of the scholarship.

7. Data Management:

- By submitting an application, the applicant agrees that the data provided in the application may be processed by the committee specified in section 2, the person or body responsible for the appeal, and the University's employees authorised to do so by the University's internal regulations, for the purposes of identifying the applicant, processing and evaluating the application, contacting the applicant

and paying the scholarship. The applicant's personal data can only be accessed by those who need it for the purposes of carrying out their tasks as specified above.

- The legal basis for data processing is the consent of the applicant as the data subject and the performance of the University's public tasks related to the distribution and payment of student benefits and the registration of such benefits [Article 6 (1) a) and e) of the GDPR], with regard to the provisions of Article 2 (6), Article 18 and Annex 3 I/B. 1. be) of the Nftv [Higher Education Act].
- The applications and the documents submitted as attachments are processed by the University, as a Data Controller, in accordance with § 64 (1) of Government Decree 335/2005 (XII.29) on the general requirements for the document management of bodies performing public tasks, in accordance with the effective Document Management and Electronic Administration Regulations and Archives Based on its plan, Documents of unsuccessful applicants for the scholarship will be stored for 1 year from the date of closing the application with a final decision, and those of the winning applicants will be stored for 10 years from the closing of the application with a final decision. After the expiration of the data retention period, the electronic and paper-based documents will be discarded by the University, and the processing of personal data at the University will thus cease.
- The University will not transfer personal data to third countries or international organisations.
- Applicants may at any time request information on whether their personal data is being processed at the University in connection with the application and the scholarship, and if such data processing is ongoing. They are entitled to access their personal data and additional information specified in Article 15 of the GDPR.
- Applicants may at any time request the modification, correction or supplementation of their personal data (name, contact details, bank account number) processed in connection with the assessment of the application and the payment of the scholarship.
- The applicant has the right to object, on grounds relating to his/her particular situation, to the processing of his/her personal data, in relation to the Grant, in

accordance with Article 21(1) of the GDPR. In this case, the University may continue to process your personal data only if it proves that the data processing is justified by compelling legitimate reasons that override the interests, rights and freedom of the applicant, or that are related to the presentation, enforcement or defence of the applicant's legal claims.

- At any time, the applicant is entitled to request the restriction of his/her personal data processed in connection with the Scholarship if the conditions specified in Article 18 of the GDPR are met. For example:
 - a) the University no longer needs the data, or there is a possible unlawfulness of the processing, but the applicant objects to the deletion and requests a restriction of use instead
 - b) if the applicant objected to data processing, for the time until it is determined whether the University can continue to process his/her personal data
- Restricted personal data may be processed only with the consent of the applicant or for the establishment, exercise or defence of legal claims or the protection of the rights of another natural or legal person or of an important public interest of the Union or of a Member State.
- In connection with the data management described in the scholarship application, applicants' right to erasure, specified in Article 17 of the GDPR, only if the data is not necessary for the performance of the University's public interest tasks. For example:
 - a. when submitting the application, the necessary data, uploaded documents were provided, but ultimately the application was not submitted at all, or was not submitted in accordance with the relevant rules
 - b. the retention period specified in the University's effective Archives Plan for „scholarship matters” has expired, but the University has not yet deleted the data
- In relation to the processing and protection of personal data, applicants should contact the University Data Protection Officer - name: Dr. Sára Trócsányi, postal address: 1085 Budapest, Üllői út. 26., e-mail: adatvedelem@semmelweis.hu, telephone: +3620/663-2583. In the event of a violation of rights arising from

data management activities carried out in connection with the application or the scholarship, you can contact directly:

- a. to the National Data Protection and Freedom of Information Authority
(headquarters: 1055 Budapest, Falk Miksa utca 9-11.; postal address: 1363 Budapest, Pf. 9.; phone number: +361/394-1400; website: www.naih.hu; email: ugyfelszolgalat@naih.hu)
- b. to the court having jurisdiction. The court has jurisdiction to hear the case. The Lawsuit can also be initiated by the Data Subject - according to his/her choice - before the competent court according to his/her place of residence (you can view the list and contact information of the courts via the following link: <http://birosag.hu/torvenyszekek>).

Budapest, 03.07.2025


Dr. Alán Alpár
Vice-Rector for International Studies
Head of the Center of International Training Program

