

Call for Applications

The Center of International Training Programs at Semmelweis University is calling for applications for the "**Scholarship for International Students with outstanding academic achievement**" for the spring semester of the 2024/2025 academic year.

1. Conditions for application

Eligibility: full-time students with an active status, who are enrolled in the undivided English or in German language program in medicine, dentistry or pharmaceutical science, and comply with the following requirements:

- a) they have successfully completed at least one semester in their respective faculty,
- b) they have completed their studies with a weighted average grade of over 4.50 at the end of the first concluded semester and with a continuous grade of over 4.50 in the following semesters from the second semester onwards,
- c) they have earned at least 20 credits at Semmelweis University in the respective semester,
- d) they have completed in full the obligatory courses listed in the model curriculum in force for the semester in question,
- e) they have not been exempted from any subject in the semester in question (due to course approval or similar reasons, except for the subject Physical Education)
- f) they have not been the subject of ethical, disciplinary or criminal proceedings prior to the submission of their application, and
- g) have no outstanding tuition fees for the semester in which the application is submitted

The application must be submitted electronically **via the application management interface of the Neptun Portal** by the deadline specified in the call for applications.

It is mandatory to provide the data necessary for the identification of the Applicant and the examination of the eligibility conditions, without which the application cannot be submitted.

Applicants who have been found by the evaluating body, or by some other university person or body authorized to investigate violations of law (e.g.: ethics committee) to have provided false information or otherwise misled the evaluators in connection with an application submitted under a previous call for proposals may not submit an application.

2. The body authorized to assess applications

The applications will be assessed by the "Committee Awarding Outstanding Academic Scholarships" appointed by the Decision No. 77664/NHKK/2023, composed of the following members:

1. Vice-Rector for International Studies
2. Director of the Directorate of International Studies
3. Head of the Registrar's Office of English Language Programs of the Directorate of International Studies
4. Head of the Registrar's Office of German Language Programs of the Directorate of International Studies

3. Deadline for Submitting Applications

Applications can be submitted via the application management interface of the Neptun Portal until **10 February 2025** for students in years 1-3 and 6 of the Faculty of General Medicine, years 1-5 of the Faculty of Dentistry, years 1-5 of the Faculty of Pharmacy, and until **21 February 2025** for students in years 4-5 of the Faculty of General Medicine.

4. Supplementary Documents, Decision, Objections

There is no opportunity to submit a request for an extension due to missing deadlines or incomplete applications. Incomplete or late applications will be rejected. Applicants may modify or amend their application (e.g. name, contact information or bank account number) if mistakes or changes occur.

Fully completed applications will be assessed by the evaluation committee specified in point 2, **within 15 days** of the application 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:

The amount of scholarship for outstanding academic achievement **per academic semester is as follows:**

Faculty of Medicine and Faculty of Dentistry:

With a weighted average grade of 5.00: 470,000 HUF/student

With a weighted average grade between 4.51 - 4.99: 320,000 HUF/student

Faculty of Pharmaceutical Sciences:

With a weighted average grade of 5.00: 300,000 HUF/student

With a weighted average grade between 4.51 – 4.99: 200,000 HUF/student

6. **To receive the scholarship**, the recipient **must have** a bank account capable of receiving HUF transfers registered as the default in their Neptun account. Registering the bank account number and making the payment must be done by the end of the semester. Following the submission of the professional reports, the amount that can be awarded within the range of the category is determined by the Committee, based on the performance evaluation per semester. Payments will be made after the decision is issued by the Committee.

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

7. Repayment of 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.

Scholarship recipients are obliged to repay the full amount of the scholarship if their student status with the university is terminated for any reason during the semester of payment, except in the case of obtaining a transcript certifying completion of all credits. Furthermore, scholarship recipients are also obliged to repay the full amount of the scholarship if they suspend their student status for any reason during the semester of payment.

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.

8. 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 to perform the above task.
- 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: 06-20-663-2583. 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: +36-1-394-1400; 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, 27. January 2025

Dr. Alán Alpár
Vice-Rector for International Studies