# Call for Application

Semmelweis University's Directorate of International Studies (name of the department) calls for applications for the **"Scholarship for InternationalStudents with outstanding academic achievement" for 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.

   **The call for application is available at the following link:**
   https://forms.office.com/e/Upks15P4hq

   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.
   You may not submit an application for which the body authorized to assess, or other university person or body authorized to investigate violations of law (e.g.: ethics committee) has found, in connection with the application submitted during the previous call for applications, that the applicant had provided inappropriate data for the evaluation of the application, or the assessors have been misled in any way.

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 Division of English Language Program of the Directorate of International Studies
   4. Head of Division of German Language Program of the Directorate of International Studies
   5. ISSA and DSVS Presidents in office, with the proviso that they may not take part in the decision concerning their person or position

3. **Deadline for Submitting Applications**
   The application must be submitted by filling out the online form **until 30. August 2024.**
4. **Supplementary Documents, Decision, Objections**
   There is no possibility to submit supplementary documents or requests for certification due to failure to meet the deadline.
   Incomplete, late, or non-compliant applications will be rejected. In case the applicant's name, contact details or bank account number are misspelled, or in the event of a change

in the data in the meantime, the Applicant has the right to amend/supplement/correct his/her application.
The completed applications will be assessed by the evaluation committee, specified in point 2, **within 10 days** of the application deadline.
The objection must specify the act or omission of the committee complained of. to the Dean of the Faculty/Head of the department, within 5 working days of receipt of the notification. If the dean/head of the organizational unit allows the appeal, the committee will reassess the application accordingly.

5. **Amount of the scholarship:**
   The amount of scholarship for outstanding academic achievement per **academic semester (2023/2024/2) is as follows**:

   **<u>Faculty of Medicine and Faculty of Dentistry:</u>**
   **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**

   **<u>Faculty of Pharmaceutical Sciences:</u>**
   **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**
6. In the case of the winning applicant, the **condition for payment** is that the beneficiary has a bank account number set as default in the Neptun system, suitable for receiving forints. 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) are recorded in the Neptun electronic study system.

7. **Paying back the grant:**
   The scholarship holder who fails to fulfil or only partially fulfils the obligations undertaken in the call for applications or the scholarship contract shall repay the full amount of the scholarship paid to him/her, or the part of the scholarship paid to him/her, within 8 days of receipt of the University's request to this effect, plus interest on arrears in accordance with the Civil Code.
   The grant recipient is also obliged to repay the full amount of the grant if it is established that he/she has provided false information for the assessment of the application.

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, 09. July 2024

Dr. Alán Alpár
Vice-Rector for International Studies
Head of Organization Unit