

Filled by the Charges and Benefits Committee	
Reg No.:	
Reg. date:	
Decree No.:	

UP DSA DOCTORAL PROPOSAL FORM <i>For doctoral Students of the University of Pécs</i>	
<i>Deadline for receipt:</i>	
Student identification: Filling out every line is compulsory! In case of an incomplete sheet, the proposal is invalid!	
Name:	
Neptun username:	
Place, date of birth:	
Mother's name:	
Permanent Address:	
Faculty:	
Doctoral school:	
Expected time of student status termination: ¹	
Cellphone number:	
E-mail address:	
Name, title of consultant:	
Contact info of consultant:	
Has applied earlier:	
Proposal Categories The given category can only be evaluated in the case of a completed proposal sheet! Only a clearly specified category can be considered!	
Category:	scientific/art
Sub-category:	conference presentation/other professional activity

year month day

_____ Applicant signature²

¹ Based on student status certificate

² The proposal is invalid without a signature.

STATEMENT

I, the undersigned, hereby declare that I give my consent to the Doctoral Student Association of the University of Pécs (hereinafter: UP DSA) to handle and record my personal data provided during the proposal procedure for the purpose of evaluating my proposal. In case of my proposal being successful, I undertake the fulfillment of the obligations arising from the Rules and Regulations of The Doctoral Student Association of The University of Pécs on the Outstanding Scientific And Art Scholarship (hereinafter: Regulations) and the Call for Proposals, and accept the application of the legal consequences if I breach these obligations. Also, I give my consent to the UP DSA to handle and use my above-mentioned data and my closing report in the framework of the Scholarship and the UP Doctoral Student Alumni System. Being aware of my criminal responsibility, I declare that the information I provided is true and I acknowledge that I bear the consequences of false reporting.

year month day

Applicant signature³

³ The proposal is invalid without a signature.

<p>Conference presentation sheet Please specify the details of the conference in the right column. The sheet will not be considered in the lack of the compulsory documents!</p>	
<p>Compulsory documents: (Filled out by the Charges and Benefits Committee)</p>	
<ul style="list-style-type: none"> • <i>Call of the conference:</i> • <i>Work plan and planned budget based on Annex No. 3. (its planning and feasibility):</i> Points (max. 20): • <i>Active student status certificate (original)</i> 	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>
<p>Details of the planned conference</p>	
Conference title:	
Conference Address ⁷ :	
Conference website:	
Working language:	
Conference duration ⁸ :	
Additional:	
Proposed amount:	

year

month

day

 Applicant signature⁹

⁷

⁸ year, month, day - year, month, day

⁹ The proposal is invalid without a signature.

<p>Other professional activity sheet Please specify the details of the activity in the right column. The sheet will not be considered in the lack of the compulsory documents!</p>	
<p>Compulsory documents: (Filled out by the Charges and Benefits Committee)</p>	
<ul style="list-style-type: none"> • <i>Work plan and planned budget based on Annex No. 3. (its planning and feasibility):</i> Points (max. 20): • <i>Active student status certificate (original)</i> Yes/No 	
<p>Details of the planned activity</p>	
Activity description	
Place ¹⁰ :	
Activity website:	
Working language	
Duration ¹¹ :	
Additional:	
Proposed amount:	

year

month

day

 Applicant signature¹²

¹⁰ Country, address

¹¹ year, month, day - year, month, day

¹² The proposal is invalid without a signature.

General activities sheet – Scientific Category			
Please specify in the right column the number of a given activity you have undertaken in the period indicated in the Regulation (pieces)! Points are calculated by the UP DSA Charges and Benefits Committee.			
<i>The activities listed here will be taken into account for both conference presentations (C) and other professional activities (P). Fill out and attach relevant documents only once even if applying for both sub-categories!</i>			
General activities			Pcs.
T01	Combined advanced or proficiency (“C1”) professional language certificate [1]	7 points	
T02	Combined advanced or proficiency (“C1”) language certificate [1]	5 points	
T03	Combined (“B2”) intermediate professional language certificate [1]	3 points	
T04	Combined (“B2”) intermediate language certificate [1]	1 point	
T05	Presidency or Chair membership in any special colleges (<i>szakkollégium</i>) of the UP	5 points	
T06	Member of a scientific association	2 points	
T07	Presidency or Chair member of a scientific association	4 points	
Scientific publications			
<i>Only publications of the period determined by the Regulation shall be considered!</i>			
Abstract			
T08	Abstract, resume, short summary [2]	2 points	
T09	Foreign language plus point [3]	+1 point	
Publication (full text)			
T10	Lead author of a publication [4]	5 points	
T11	Secondary author and co-author of a publication [5]	3 points	
T12	Individual publication [6]	7 points	
T13	Foreign language plus points [3]	+2 points	
Book chapter or contributor			
T14	Book chapter or contributor [7]	8 points	
T15	Foreign language plus points [3]	+3 points	

Book, volume			
T16	Primary author of a volume [8]	15 points	
T17	Secondary and co-author of a volume [9]	10 points	
T18	Individual volume [10]	20 points	
T19	Foreign language plus points [3]	+4 points	
T20	Volume editor	7 points	
T21	Volume co-editor	5 points	
Other scientific publication			
T22	Review, critique [11]	3 points	
T23	Translation [12]	2 points	
Academic competitions			
<i>Only competitions of the period determined by the Regulation shall be considered!</i>			
T24	Faculty academic competition I. place	3 points	
T25	Faculty academic competition II. place	2 points	
T26	Faculty academic competition III. place	1 point	
T27	Other, county, regional or national academic competition I. place	6 points	
T28	Other, county, regional or national academic competition II. place	5 points	
T29	Other, county, regional or national academic competition III. place	4 points	
Scientific, professional, and conference presentations			
<i>Only presentations of the period determined by the Regulation shall be considered!</i>			
Conferences			
T30	Individual, oral presentation at an international conference	12 points	
T31	Co-author, oral presentation at an international conference	7 points	
T32	Individual, oral presentation at a national conference	7 points	
T33	Co-author, oral presentation at a national conference	5 points	
T34	Poster section [13]	3 points	
T35	Foreign language plus points [3]	+3 points	
T36	Presentation at the University, special college	2 points	

Event, conference organization			
<i>Only events, conferences of the period determined by the Regulation shall be considered!</i>			
T37	Organization of an international conference, event [14]	10 points	
T38	Organization of a national, regional conference, event [14]	8 points	
T39	Organization of other conference, event (e.g.: special college) [15]	3 points	

- [1] In the same language, only the higher-level language exam shall be considered.
- [2] Max. 1 page long, short summary.
- [3] Scientific publication in a given category in a foreign language.
- [4] The given publication has more authors and the applicant is the first (indicated in the first place among the authors).
- [5] The given publication has more authors and the applicant is not the first (indicated in other than the first place among the authors).
- [6] The applicant is the only author of the publication.
- [7] At least 20 pages long book chapter or contribution (the applicant must be listed among the authors of the book)
- [8] The given book has more authors and the applicant is the first (indicated in the first place among the authors).
- [9] The given book has more authors and the applicant is not the first (indicated in other than the first place among the authors).
- [10] The applicant is the only author of the publication.
- [11] Published in a scientific paper, a critique of at least 6.000 characters (including spaces) of another, professionally relevant publication.
- [12] Published in a scientific paper, a translation of at least 6.000 characters (including spaces) of another, professionally relevant publication.
- [13] Presentation of a scientific study at the poster section of a conference
- [14] Only scientific events are acceptable.

General activities sheet – Art Category			
Please specify in the right column the number of a given activity you have undertaken in the period indicated in the Regulation (pieces)! Points are calculated by the UP DSA Charges and Benefits Committee.			
<i>The activities listed here will be taken into account for both conference presentations (C) and other professional activities (P). Fill out and attach relevant documents only once even if applying for both sub-categories!</i>			
General activities			Pcs.
M01	Combined advanced or proficiency (“C1”) professional language certificate [1]	7 points	
M02	Combined advanced or proficiency (“C1”) language certificate [1]	5 points	
M03	Combined (“B2”) intermediate professional language certificate [1]	3 points	
M04	Combined (“B2”) intermediate language certificate [1]	1 points	
M05	Presidency or Chair membership in any special colleges (<i>szakkollégium</i>) of the UP	5 points	
M06	Member of an art association	2 points	
M07	Presidency or Chair member of an art association	5 points	
Performers, creative activities – music			
<i>Only activities of the period determined by the Regulation shall be considered!</i>			
M08	Master course – national [2]	10 points	
M09	Master course – abroad [2]	15 points	
M10	Individual works (e.g. CD) – national [3]	5 points	
M11	Individual works (e.g. CD) – international [3]	8 points	
M12	Concert – national [4]	15 points	
M13	Concert – international [4]	20 points	
M14	Other performance (e.g. recital, presentation)	2 points	
Creative activities – fine arts, architectural art			
<i>Only activities of the period determined by the Regulation shall be considered!</i>			
M15	Exhibition – national [5]	10 points	
M16	Exhibition – international [5]	15 points	
M17	Catalog – national [6]	5 points	
M18	Catalog – international [6]	7 points	
M19	Tender – national [7]	15 points	

M20	Tender – international [7]	20 points	
Conferences			
<i>Only activities of the period determined by the Regulation shall be considered!</i>			
M21	Individual, oral presentation at an international conference	12 points	
M22	Co-author, oral presentation at an international conference	7 points	
M23	Individual, oral presentation at a national conference	7 points	
M24	Co-author, oral presentation at a national conference	5 points	
M25	Other informative presentation, workshop presentation	3 points	
M26	Foreign language plus points [3]	+3 points	
Scientific publication			
<i>Only activities of the period determined by the Regulation shall be considered!</i>			
M27	Individual paper (in Hungarian)	5 points	
M28	Individual paper (in a foreign language)	10 points	
M29	Book chapter or contribution (in Hungarian) [8]	5 points	
M30	Book chapter or contribution (in a foreign language) [8]	10 points	
M31	Book (in Hungarian)	15 points	
M32	Book (in a foreign language)	20 points	

- [1] In the same language, only the higher-level language exam shall be considered.
 [2] Participation and completion of a master course can be accepted.
 [3] Musical works having International Standard Recording Code (ISRC) published by national or international publishers can be accepted. Participation in a national or international concert can be accepted.
 [4] Participation at a national or foreign exhibition can be accepted, where the applicant's work is presented to the general public.
 [5] The applicant's work presented in a catalog can be accepted.
 [6] Successful proposal at a national or international tender.
 [7] At least 20 pages long book chapter or contribution (the applicant must be listed among the authors of the book).

Instruction manual

General information

Please read this manual carefully before filling the forms!

Important information:

- In your work plan, please cover the following topics: how does the conference/event contribute to your professional advancement; results and further use of the conference/activity, methods for passing on the acquired experiences.
- The work plan and the budget shall be submitted according to Annex No. 3. of the Regulation. The UP DSA Charges and Benefits Committee will not accept any other documents for this purpose.
- The budget shall include the following: travelling method, traveling costs, accommodation cost, registration/participation fees, other expenses.
- There may be more than one certificate per line, attaching all requested certificates is mandatory!
- If you do not attach the necessary certificate to a line of data sheet in the appropriate form, the line of the data sheet cannot be evaluated!
- In the absence of a mandatory document, the entire datasheet is invalid (0 point), no points can be given for any lines in that data sheet!
- In the “Attachments” section, listing all the attached documents is mandatory. Unlisted documents cannot be taken into consideration during the evaluation! In case of not enough space, the use of a supplement sheet is allowed, in this case, sign the supplement sheet and indicate the fact of the attachment!
- A particular performance/result/membership can only be taken into account for one line! If a result is listed on multiple lines, the result cannot be taken into account, so please choose carefully where to claim the result. Exceptions to this are only those activities that have appeared in an exhibition as well as in a catalog.
- International competition/program/event A program with the participation of an international speaker or participant, unless the participant/performer takes part in an exchange program in Hungary or partly/wholly abroad.
- National competition/program/event: programs announced in at least 6 counties
- Regional competition/program/event: programs announced in at least 2 counties
- International conference: a professional conference organized outside of Hungary
- National conference: a professional conference organized outside of the Southern Transdanubian region
- Regional conference: a professional conference organized solely in and for the Southern Transdanubian region

Order of certification

Additional certificates beyond the mandatory attachments for the data sheets. Please specify on the attachment to which line it connects! Unidentified documents will not be considered by the UP DSA Charges and Benefits Committee. *Missing or inadequate certificates will render the particular line unacceptable!*

Certificates in case of all data sheets:

**A copy is sufficient for each certificate.
 The Committee reserves the right to ask for the original certificate for inspection.
 Denying this may result in the rejection of the proposal.**

T01-T04	Language certificate
T05	Certificate from the president, vice-president of the special college (<i>szakkollégium</i>)
T06-T07	Certificate from the head of the scientific association
T08-T23	Pages including the ISSN/ISBN, the date of publication, the table of contents, the first page of the published work
T24-T29	A certificate or a verification from the organizer (including the fact of participation and the result)
T30-T36	Certificate of a letter of invitation/program booklet or organizer verification
T37-T39	Certification from the head of the organizing entity
M01-M04	Language certificate
M05-M07	Certificate from the president, vice-president of the special college (<i>szakkollégium</i>)
M08-M09	Certification from the organizer
M10-M11	Title of the musical work and name of the publisher, date of publication, ISRC
M12-M16	Poster, invitation letter, certification from the organizer
M17-M18	ISBN/ISSN/DOI code of the catalog, time of publication, introduction page
M19-M20	Certificate, certification of the tender organizer
M21-M26	Personal invitation letter, program schedule, certification from the organizer
M27-M32	ISBN/ISSN/DOI code, time of publication, the table of contents, the first page of the publication

In case of unambiguous or contradictory proposal the UP DSA Charges and Benefits Committee may request the applicant to submit additional documents or initiate a personal hearing at the Committee's session.

It is not possible to supplement missing documents indicated in this guide and the datasheets!