



General Application Requirements

Introduction to the main aims of the project:

The principal aim of Project EFOP-3.6.3-VEKOP-16-2017-00005 is to support a new generation of scientists by promoting student workshops and programs and by implementing the process of mentorship”, through the topic **food safety**.

The priority of the project is to make research work more appealing, thereby enhancing the development of science.

The project provides assistance in forming a spatially and temporally short food chain which maintains biological values, assists in the formation of a local brand, and thus provides opportunities not only for local marketing but for exportation as well (especially in the case of Hungarian specialties). It may assist in the production of Hungarian specialties, of high quality, healthy foodstuffs of high added value, as well as in the shortening of food chains and in the field of food safety. These developments may help to improve the general health of the population. Moreover, region-specific ecological product development and local processing of foodstuffs is environmentally friendly, and it also improves the ability of the region to keep its workforce by creating jobs.

Interpreting the topic of food safety:

One of the long-term goals of the project is to help realize complex agricultural developments that, besides technologies of plant cultivation and pest control, provide opportunities for innovative R & D solutions in the fields of **animal husbandry** and **veterinary medicine**. Within these disciplines, especially the following fields may be concerned: **food hygiene, epizootiology, parasitology, state veterinary medicine, animal welfare, pharmacology and any other domains of veterinary science related to food safety**. Considering environmental issues, research and development are also of importance within the domains of **fish management, forest and wildlife management**.



Supervision of the applications handed in by students:

The **Scientific Committee** supervises the calls for applications, the professional evaluation of the applications handed in, as well as the process of tracking the implementation of the projects, with constant attention to equal opportunities. No appeal may be lodged against the decision of the Scientific Committee.

Applicants:

Any regular student of the University of Veterinary Medicine of Budapest is eligible for the grants specified in Project EFOP-3.6.3-VEKOP-16-2017-00005, taking into account the conditions specified by each grant. Since the project supports scientific replacement students in the fifth year of their studies are also eligible for application.

Submission of applications:

Applications may be submitted by sending the filled application form electronically. Applications arriving after the deadline will be automatically rejected, without evaluation of their content.

The applicants' duties, responsibilities and rights:

- It is the responsibility of every awarded applicant to implement the awarded project.
- If any unforeseen, extrinsic, obstructive circumstance should arise during the realization of the research that significantly hinders the work undertaken in the research contract, the applicant immediately has to inform the Project Supervisor / Head of Department, as well as a specified employee of the Tendering Department.
- In the case of student and Ph.D. scholarship grants, the winning candidate has to prepare a Research Report and send it to a specified employee of the Proposal Office. Research Reports for each month are to be sent electronically, to the email address efop363@univet.hu, by the 5th day of the following month. They are to be submitted on paper as well, signed, in two copies, to a specified employee of the Proposal Office. Based on the submitted reports, the Scientific Committee evaluates the work performed.



- The grants for each month are transferred to the awarded students by the 25th day of the following month. The grants are remitted on condition that the Research Report has been submitted without delay and the Scientific Committee has issued a statement of acceptance of the contents of the report.
- Should an awarded student fail to submit the Research Report by the 5th day of the following month, they will not be remitted the grant for the given month. In this case the student may not receive the month's grant at a later date, either. Therefore, even if the student sends two Research Reports together in the following month, they may only receive the grant for one month. Should a student fail to submit the Research Report in two consecutive months, or on any two occasions, this implies forfeiting their right to obtain a grant.
- In the case of student and Ph.D. scholarship grants, 200,000 HUF are awarded to each student for their material expenditure. The sum reserved for material expenditure may be spent by the student on purchasing tools, equipment and materials, and also on expenses related to foreign delegations. Material expenditure may only be reimbursed against a bill written out for the University of Veterinary Medicine. In the case of grants funded by the European Union, adequate documentation of bills is of great importance. Specifications for these can be found in the document "Elszámolási segédlet" (settlement manual). It is the responsibility of the awarded student to promote adequate documentation of bills. The sum reserved for material expenditure may not be spent on anything else, it is not transferable to a later date or to another person. The unspent sum is lost at the end of the period specified for the realization of the project.
- Awarded students may obtain an inactive status for their grant contract during the course of realization, on a maximum of one occasion, on well-founded grounds. Such requests are to be sent to a specified employee of the Proposal Office. The requests are considered by the Scientific Committee.
- On winning a conference grant, the winning candidate undertakes to participate at the given conference. Obtaining adequate and valid travel documents and attendance at the conference are the responsibility of the candidate. Should the candidate fail to attend the conference of their own



fault, they have to pay back the sum obtained to the University of Veterinary Medicine.

If the candidate reports the fact that they will not be able to attend the conference at least 15 calendar days before the start of the conference, and their reasoning is accepted by the Scientific Committee, they will be exempted from paying back the sum obtained. The candidate is to write a report on their attendance at the conference, which is to be submitted to a specified employee of the Proposal Office within 5 workdays after the end of the journey.

- If a student attends a conference as well as giving a presentation, or presenting a poster they may be assisted by the University of Veterinary Medicine by commissioning a graphical planning of the presentations or posters to be presented. The University also undertakes printing of the posters. This assistance is available on condition that the student submits these materials in time.

Scholarship Grants for Students:

Any regular student of the University of Veterinary Medicine is eligible for application, including students in the fifth year of their studies.

Ten students receive a scholarship per each call for proposals, for the duration of ten months.

- sum of scholarship grant: **net** 65.000 HUF / month
- material expenditure: gross 200.000 HUF

After ten months, the work accomplished up to that point is evaluated by the Scientific Committee. The three research projects that are judged to be the most outstanding and the most promising receive funding for a further ten months, in order to ensure continuation of the research. Applicants may continue their work even if after the period of funding they cease to be students of the University of Veterinary Medicine. In that case, funding is paid in the form of a commission, instead of a scholarship.

After ten months, three students receive a scholarship, for the duration of ten months.



- sum of scholarship grant: **gross** 250.000 HUF / month
- material expenditure: gross 200.000 HUF

Scholarship grants for Ph.D. Students:

Any Ph.D. student of the University of Veterinary Medicine may submit an application. Four Ph.D. students receive a scholarship per each call for proposals, for the duration of ten months.

- sum of scholarship grant: **net** 90.000 HUF / month
- material expenditure: gross 200.000 HUF

Conditions of scholarship grant contracts financed by other projects of the European Union are specified in the calls for proposals. Expectations are identical towards each applicant (research report, etc.)

Submitting an Application for a Scientific Students' Associations ("TDK") Grant:

Any regular student of the University of Veterinary Medicine applies automatically if they submit a thesis paper for the conference of the Scientific Students' Associations.

Funded by the project, the authors of the best six Scientific Students' Associations papers are awarded each year, for three consecutive years.

- Sum of grant: **gross** 100.000 HUF

Supporting Participation at a Conference:

Any regular student of the University of Veterinary Medicine is eligible for application. Applications may be submitted on condition that the student should deliver a presentation at the given conference or exhibit at least one poster.

Applications for conference participation may be submitted several times each year, till the end of the project period (Aug 31, 2021). Submission deadlines are linked at all times to the sessions of the Scientific Committee. Applications may be submitted prior to the sessions, by submitting the filled in application form of the conference and the abstract in an electronic form.



At each session, four or five undergraduate or Ph.D. students are given the opportunity for conference participation, either abroad or in Hungary.

For conferences held in Hungary, the maximum cost to be covered by the University is gross 150.000 HUF.

For conferences held abroad, the maximum cost to be covered by the University is gross 300.000 HUF.

Supporting conference participation is linked to a preliminary cost estimation. This has to be submitted together with the application. Students' expenses related to conferences may be reimbursed if they present the bills written out for the University of Veterinary Medicine.

The following participation-related costs are covered by the University by bank transfer.

- to the partner, contractor or supplier:
 - participation / registration fee
 - accommodation costs
 - transfer costs (if relevant)
 - insurance fee in case of foreign delegations
- to the students, following the conference:
 - urban public transport
 - railway or long distance bus transport

Support of Conference Presentations with Communication Tools:

Any regular student of the University of Veterinary Medicine is eligible for application.

If a student or Ph.D. student gives a presentation at a conference, they may be assisted by the University with help in preparing the presentation or poster to be presented. Also, the University may assume the cost of printing, if relevant, at the expense of the project.



Any claim for such help is to be indicated on the conference support form at the same time as handing in the application form for the conference attendance grant.

Competition on presentation skills:

Every year, before the end of the project period, a competition on presentation skills is held for all regular Ph.D. students of the University of Veterinary Medicine, and for those undergraduate students who have successfully completed their studies in the third year.

The title of the event is: Meeting of Science and Innovation in the Field of Veterinary Medicine.

Applications may include:

- a novel approach to an existing research, topic or idea
- a new, innovative idea

Each year, Ph.D. students are appointed as mentors to help students in elaborating their innovative ideas and in preparing for the presentation competition. The list of mentors is made public at the same time as the competition is announced.

Applications to the presentation competition may be submitted by filling in and sending the application form, as specified in that document.

Evaluation of the application forms is carried out by the Scientific Committee based on a system of criteria specified in advance. Having received an affirmative decision, students elaborate their innovative ideas and present them in a presentation competition, which is followed by a ceremonial prize-awarding event.

Maximum duration of presentations: 5 minutes.



The students delivering the five best presentations are rewarded.

Remuneration:

First place: a value of net 300,000 HUF

Second place: a value of net 200,000 HUF

Third to fifth place: a value of net 100,000 HUF each.

The best presentations may count as assets in case of an application for a scholarship grant.

Innovative ideas are the intellectual property of the University of Veterinary Medicine. However, further research based on outstanding ideas may be assisted by the University, either by providing material funding and infrastructure, or by finding possibilities for further grants.

Participation in the presentation competition can be evaluated as a scientific lecture.

Further information on grants within the scope of Project EFOP-3.6.3-VEKOP-16-2017-00005 can be found at <http://univet.hu/hu/egyetem/palyazati-projektek/tudomanyos-utanpotlas-erositese>. Further information may be obtained at the email address efop363@univet.hu.

Any breach of law related to the grants should be reported at the email address kriska-jambor.judit@univet.hu.