

Information for Doctoral Students – Research Budget (September 2024)

Dear Doctoral Colleagues,

The University provides funding from the state normative [support for state-funded PhD students](#) to cover material expenses related to their research activities within the framework of their training.

The annual budget is **HUF 450,000**, which can be used by active, state-funded students as follows:

Semester	Students starting on September 1	Students starting on February 1
1	HUF 150,000	HUF 300,000
2	HUF 300,000	HUF 150,000
3	HUF 150,000	HUF 300,000
4	HUF 300,000	HUF 150,000
5	HUF 150,000	HUF 300,000
6	HUF 300,000	HUF 150,000
7	HUF 150,000	HUF 300,000
8	HUF 300,000	HUF 150,000

Accounting deadlines:

- For the autumn semester: **by November 30**
- For the spring semester: **by August 1**

Unused funds may be carried over to the next semester if the student maintains active status. After the **training and research phase ends (end of semester 4)**, any unused funds from the first four semesters will expire. In the **research and dissertation phase**, remaining funds may be used similarly in subsequent semesters.

 **Please strictly observe the deadlines**, as missing them results in forfeiture of the funds.

The deadline refers to receipt **of the invoice with all required documents** by the University's Financial Directorate.

Expenses that cannot be charged to the budget:

- Domestic travel not directly related to research;
- Per diem for foreign travel (considered a personal benefit);
- Meals (considered a representational/personal expense), except when part of foreign travel and supported by an invoice;
- Purchase of tangible assets (used for more than one year, not considered material expense).

Fuel costs may only be reimbursed if incurred during official travel, according to University regulations.

Foreign travel expenses (transportation and accommodation) may be reimbursed **only with invoices issued to the University**.

Participation fees, accommodation, and travel costs for foreign conferences, lectures, or professional events may be reimbursed **only if the invoice is issued to the University and the trip was coordinated in advance** with the person organizing foreign travel:

 Contact: **Balajtiné Almási Mónika** – Balajtine.Almasi.Monika@univet.hu

Process for Using the Budget

The University is subject to public procurement law, so all purchases must be checked against institutional procurement thresholds. **Before making any purchase**, the Procurement Department must be notified.

- For purchases under **HUF 1 million net**, at least **one quote** is required.
- PhD students initiate purchases or service orders using the **Procurement Request Form** (Annex 2 of the Procurement Regulations), sent to: kozpontibeszerzes@univet.hu
- The process must follow the guidelines described in Annex 5 of the Procurement Regulations.
- Books may be ordered for up to **HUF 15,000**.

 **Cash advances are not permitted** for doctoral students. All payments must be made via **bank transfer**, with a **30-day payment deadline**.

Invoice requirements:

- **Billing name and address:**
 - University of Veterinary Medicine
 - 1078 Budapest, István utca 2.
 - Tax number: 19253268-2-42
- The **department name** must be included in the invoice comments for identification.

After delivery of the product and before or upon receipt of the invoice, a **performance certificate** must be issued and signed by the supervisor. If the supervisor is external, both the supervisor and the head of the Doctoral School must sign.

Performance certificate must include:

- Financial center: **KEDH106310** (Support for PhD students' material research expenses)
- Asset reservation number: **13/...** (individual per student, provided in a separate table)

If needed, the department's administrator can assist with preparing the certificate.

Documents to be submitted to the Doctoral School for verification:

- Purchase order
- Request for quotation, received quote, or exclusivity statement
- Delivery note
- Signed and verified invoice

After receiving the documents, the Doctoral School Secretariat forwards them to the Financial Directorate.

Please **track your budget usage regularly** and follow the process to ensure smooth invoice payments. For information about your available budget and remaining funds, contact the **Financial Department** through your supervisor.

We wish you much success in your studies!

Doctoral School Secretariat – University of Veterinary Medicine