UNIVERSITY OF VETERINARY MEDICINE BUDAPEST

DOCTORAL STUDENTS' UNION

CALL FOR APPLICATIONS

SUPPORT FOR DOCTORAL STUDENTS' PARTICIPATION IN CONFERENCES

2026

Cím: 1078 Budapest, István utca 2.
Postacím: 1400 Budapest Pf. 2.

1. Introduction and purpose of the call

The Doctoral Students' Union of the University of Veterinary Medicine Budapest (hereinafter: DÖK) is announcing a call for applications for the first time for doctoral students of the Doctoral School of the University of Veterinary Medicine Budapest (hereinafter: ÁTE-DI) who have active student status. The funding awarded through this call will be provided from DÖK's own budget. The aim is to support participation in international conferences, enabling doctoral students to share their research findings with the scientific community through an abstract or oral presentation and to establish collaborative relationships with leading representatives of their fields.

2. Form of support

Doctoral students awarded funding through this call may use the grant to participate in an international conference. The amount of the one-off grant is HUF 300,000 per doctoral student.

3. Eligible scientific disciplines

Applications relating to any scientific discipline may be submitted under this call.

4. Eligibility to apply

Applications may be submitted by doctoral students enrolled at ÁTE-DI who have active student status in the semester concerned.

5. Mandatory commitments

If awarded funding, the applicant undertakes to present their research findings at the conference specified in their application, either by presenting an abstract or by delivering an oral presentation.

The applicant must take photographs during the conference and, after the event, submit a brief report (maximum one page) describing their conference experience and the practical lessons and insights gained.

The applicant also agrees that DÖK, as the sponsoring organisation, may publish the photographs taken by the applicant on DÖK's official social media pages (Facebook and Instagram). In addition, the applicant undertakes to participate in a short video interview presenting their research topic and results achieved to date, thereby contributing to the visibility and promotion of their own work, the Doctoral School and DÖK.

6. Grounds for exclusion

An applicant is not eligible for funding if:

- it is credibly established that, when submitting the application, the applicant provided false, inaccurate or misleading information or made a statement that materially influenced the funding decision;

- the applicant fails to make the declarations or submit the documents required by this Call for Applications or as a condition of concluding the scholarship agreement, or withdraws a declaration previously made;
- the applicant is not enrolled at ÁTE-DI;
- the applicant does not have active student status;
- a conflict of interest exists, namely if the applicant is:
    - (a) a person who made the funding decision or participated in preparing that decision;
    - (b) a relative living in the same household as a person referred to in point (a).

7. Available budget and number of beneficiaries

The planned maximum budget available to support applications is HUF 900,000 (nine hundred thousand Hungarian forints (HUF)), to be financed from DÖK's budget allocation.

A maximum of three applicants may receive funding under this call.

8. Management and administration of the call

DÖK is responsible for the professional management of the call, with administrative support provided by the University's Directorate of Innovation and Grants.

Applications will be scored by experts appointed by the President of DÖK in accordance with the methods and criteria set out in this Call for Applications. The President of DÖK will rank the evaluated applications. The President may depart from the ranking established on the basis of the expert assessment for substantiated professional reasons (for example, in line with the University's strategic objectives, the Institutional Development Plan, a priority scientific discipline or a priority research topic). The assessment, approval or rejection of the professional report is the responsibility of the DÖK Assembly of Delegates.

The call will be published on the University's Doctoral School website (konferencia-reszvetel-tamogatasa-2027-palyazati-felhivas). The President of DÖK will decide on the award of funding no later than 23 December 2026. No appeal may be lodged against the funding decision.

9. Funding period

Successful applicants may use the grant to attend an international conference taking place between 1 January 2027 and 1 December 2027. The grant may not be carried over to 2028 and may not be used to attend conferences held in Hungary.

10. Application submission period

Applications may be submitted from 30 October 2026 to 20 November 2026.

11. Number of applications permitted

Each applicant may submit only one application under this call. The grant is intended for individual support; therefore, applications may only be submitted on an individual basis.

12. Submission procedure and required application documents

Application documents must be submitted exclusively by email to farkas.mate@univet.hu. The email subject line must read “DÖK grant application”.

The application must include the following compulsory documents, duly signed or authenticated by the applicant:

- Application Form (Annex 1 to the Call for Applications), fully completed in Hungarian.
- Motivation Letter (Annex 2 to the Call for Applications): the applicant must address the following points in a minimum of 2,000 characters, including spaces:
    - the name and date of the conference for which the doctoral student is applying;
    - how the conference topic relates to the applicant’s field of research;
    - what new knowledge the applicant expects to gain from the conference;
    - how the applicant expects to apply what they learn at the conference to their own research;
    - whether the applicant intends to participate by submitting an abstract or giving an oral presentation;
    - please note that preference will be given to doctoral students who plan to give an oral presentation at the conference.
- Declaration (Annex 3 to the Call for Applications): the applicant must declare from which funding source they intend to cover expenses exceeding the grant amount. The declaration must also be signed by the applicant’s supervisor.
- Previous academic and professional achievements: applicants may summarise their previous achievements in a separate document (only achievements supported by documentary evidence will be accepted):
    - publications in D1 or Q1–Q4 ranked journals, or the applicant’s MTMT identifier;
    - previous international conferences at which the applicant was a presenter;
    - previous conferences held in Hungary at which the applicant was a presenter;
    - any other achievements relevant to the applicant’s academic progress.

Submitted documents may be authenticated in either of the following two ways:

A) Electronically signed document: the document must bear an electronic signature that is clearly attributable to the applicant and meets the requirements for an advanced or qualified electronic signature.

B) Hand-signed and scanned document: the document must be printed, signed by hand, scanned and submitted in digital form.

13. Method of financing

A successful applicant may receive support of up to HUF 300,000 from DÖK's budget to attend a conference abroad. The same procedures must be followed when registering for the conference as for any other official business trip. If the DÖK grant does not cover the full cost of conference participation and related expenses, the applicant must finance the remaining amount from other sources (personal funds, departmental funds, another grant, etc.). Accordingly, the grant amount will not be transferred directly to the applicant.

14. Permitted use of the grant

The grant may be used exclusively for participation in an international conference.

15. Formal eligibility check and correction of deficiencies

DÖK will assign each submitted application a unique identifier in order of receipt, in the format DÖK-pályázat-sequential number (e.g. DÖK-pályázat-1). Following receipt, applications will undergo a formal eligibility check.

DÖK is responsible for receiving applications and conducting the formal check. DÖK will notify each applicant that their application has been received, including its unique application identifier, within no more than 10 working days after receipt by DÖK.

If, during the formal check, DÖK identifies missing or incomplete information that can be remedied to make the application formally compliant, the applicant will be given one opportunity to remedy the deficiencies. DÖK will send an email to the address provided on the Application Form specifying the errors or omissions, how they must be corrected and a deadline of no more than five working days from the date the notification is sent.

IMPORTANT: Applicants are responsible for regularly checking the email address provided on the Application Form. If an applicant fails to remedy the deficiencies, fails to do so in the manner specified in the request, or misses the stated deadline, DÖK will declare the application invalid and notify the applicant electronically of its rejection without further assessment, stating the reason for invalidity.

No opportunity to correct deficiencies will be provided, and the application will be rejected immediately, in the following cases:

- the application was not submitted within the submission period specified in this Call for Applications;
- the applicant does not meet the conditions specified in this Call for Applications;
- the application is illegible or contains false or misleading information;
- the application was not submitted by the eligible applicant personally.

An application is invalid if the applicant fails to remedy deficiencies during the correction process, or does not remedy them in the required manner or within the specified deadline.

16. Application evaluation criteria

Valid, accepted applications will be assessed by one or more experts appointed by DÖK using the following criteria:

Category	Criterion	Brief description	Maximum points	Points awarded
Motivation letter	Relevance	The applicant's field of research is aligned with the scientific focus of the conference.	4	
	Scientific and professional background	The applicant clearly describes the objectives of their research, any results achieved so far, and their relevance to the conference topic.	6	
	Goal orientation and added value	The applicant provides credible and convincing arguments as to why attending the conference is important to them.	20	
	Style and wording	The motivation letter is clear, well structured and easy to read. Its logic is consistent, and the arguments are well developed and supported. The grammar, style and formatting are professional, and appropriate academic terminology is used. It is concise and avoids unnecessary digressions.	2	
Bonus points	Publication record	D1 – 3 points Q1–Q2 – 2 points Q3–Q4 – 1 point	6	
	Participation in international/national conferences	Previously played an active role in one or more international conferences (e.g. oral presentation, poster presentation, organisation of a workshop).	2	
TOTAL SCORE			**40**	

17. Notification of applicants following the funding decision

DÖK will notify applicants electronically of the acceptance or rejection of their applications no later than 23 December 2026, using the email address provided in the Application Form. No appeal may be lodged against a decision to reject an application.

18. Withdrawal from the grant

If a successful applicant is unable to use the grant for any reason, they must inform DÖK no later than four weeks before the scheduled conference date. In this case, the grant may be awarded to the next highest-ranked applicant, provided that the timing of the conference permits this. If withdrawal occurs too late for the grant to be reassigned, the remaining funds will not be used during this application round.

19. Grant reporting and accounting

Applicants are not required to submit a financial statement or expense report regarding the use of the grant.

The successful applicant must prepare a short report (maximum one page; see Section 5) within 10 calendar days after the last day of the conference and send it to the President of DÖK (farkas.mate@univet.hu).

20. Further information

Applicants may obtain further information about the call from the President of DÖK (farkas.mate@univet.hu).

21. Data protection notice

The University of Veterinary Medicine Budapest processes the personal data submitted in connection with applications in accordance with its current Data Protection and Data Security Regulations.

The Regulations are available on the University's website or may be provided by DÖK upon request.

By submitting an application, applicants consent to the processing of their submitted personal data by DÖK for the purpose of administering the call. The purposes of processing are to assess applications and maintain records of successful applicants. DÖK will process the data only for the period necessary to conduct the application procedure.

Applicants also consent to DÖK making their name and the purpose of the grant public if funding is awarded.