

# Student Travel and Research Grant Policy

*These regulations do not apply to doctoral students who enroll in CEU doctoral programs from the academic year 2023/24 onwards, and students who chose to, and were approved by their programs, to opt into the new four-year study and funding scheme. These students should refer to the edition of the CEU Doctoral Regulations P-1103-01v2212-1.*

1. To foster academic excellence, CEU supports its students in attending academic conferences and summer schools, as well as spending periods of time in other universities and research institutions to conduct their research. In disciplines which require field trips, CEU contributes to the expenses of field trips. This support is provided in form of research and academic travel grants (further “student grants”) allocated in accordance with this Policy.
2. The types of student research and travel grants are summarized in the table:

Grant type	Selection Body	Application deadlines	Guidelines and application forms
1. Conference travel grant for master's students	STRG Committee	4 times per academic year (October, January, March, June)	Masters and Doctoral Students Travel Grant Application Form and Guidelines
2. Conference travel grant for doctoral students	STRG Committee	4 times per academic year (October, January, March, June)	Same as above
3. Supplementary travel grant	STRG Committee	4 times per academic year (October, January, March, June)	Same as above
4. Field and archival research support	STRG Committee	4 times per academic year (October, January, March, June)	Same as above
5. Doctoral Research Support Grant (DRSG)	SA Committee	2 times per academic year	DRSG Application Form
6. Summer and Winter School Grant	SA Committee	Once per academic year	Summer School Grant Application Form and Winter School Grant Application Form
7. Master's students short-term research grant	Departmental bodies	Defined by the departments	Department guidelines
8. Project- or program-based grants	Defined by relevant project/program documents.		

**For eligibility and application procedures please see the general guidelines for student travel and research grants, annex to this policy.**

3. All CEU students are entitled to apply for student grants (in the categories in which they are eligible) by submitting written applications following the guidelines and by the deadlines indicated in the table. Specific deadlines for each academic year are published on the CEU website at least one month before the deadline (except in case of student grants allocated by the Departments). The relevant Guidelines shall be updated and available at the Website by the same date with the budget limits and other information specific for the current round of selection.
4. Student travel and research grants are additional to and independent of any other financial aid received by the student.
5. Selection of grant recipients is done by the Committees indicated in the Table. All student grants must be approved by the Board of CEU Budapest Foundation and administered in accordance with the Guidelines on Administering Student Research and Travel Grants.
6. Appeals against the decision of the grant selection committees must be submitted to the Pro-Rector for Teaching and Learning (in case of masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) within two weeks of the notification date.
7. **Conference travel grant for master's and doctoral students and doctoral field and archival research grant** recipients are selected by the Student Travel and Research Grant (STRG) Committee. The list of the Committee members is available at the CEU Website.
  - 7.1 The purpose of the conference travel grant for master's and doctoral students is to enable CEU students to attend academic conferences for presenting the results of their research. Recipients of the grants should indicate their affiliation with CEU in conference presentation, proceedings, etc.
  - 7.2 The purpose of the field and archival research grants is to enable CEU doctoral students to collect and process data for their doctoral research through field trips, data acquisition or archival research in their 2<sup>nd</sup> and 3<sup>rd</sup> years of study. Visits to other universities for the purpose of consultation is not covered by this grant; such visits should be conducted under the DRSG scheme (see below).
  - 7.3 The purpose of the supplementary travel grant is to provide support to students, on a competitive basis, who need funding to attend more costly conferences. This grant category also supports students who have special needs related to family, disability or other circumstances.
8. **Doctoral Research Support Grants (DRSG) and Summer and Winter School Grants** are allocated by the Scholarship Advisory (SA) Committee elected by the Senate and chaired by the Pro-Rector for Teaching and Learning. The list of the Committee members is available on the CEU Website.
  - 8.1 The purpose of DRSG is to enable CEU doctoral students who have passed their comprehensive exam and defended their prospectus to spend a term in a university or a research institution for academic collaboration.
  - 8.2 The purpose of Summer and Winter School Grants is to enable CEU doctoral students after their first year to attend summer or winter schools contributing to their education in a chosen area. In exceptional cases the committee would consider applications from master's students enrolled in two-year degree programs after their first year, but preference will be given to doctoral students. The summer or winter school should be of demonstrably high academic quality and, fit the research topic of the attending student, and be on a topic which is not available at CEU.
9. **Master's students short-term research grants** are allocated by CEU Departments and Schools to support research by Master's students, normally during the thesis period. Departments shall make the terms of such grants including the application deadlines and the selection criteria, available at their websites or in printed form.

10. **Other student grants** normally originate from external sponsors and may be allocated as part of research or educational programs according to guidelines and criteria specific to these programs.
11. **Proper use and Reporting.** Students receiving student grants are responsible for using them prudently and for the purposes specified in grant letters. Breaching the terms of the grant letter is considered a CEU disciplinary offense. Recipients of all students grants should provide reports within one week of the completion of the activity funded by the grant, as specified in the relevant guidelines (see Annexes).
12. STRG and SA Committees review the statistics on the applications and the grants awarded at least once a year and submit to the Pro-Rector for Teaching and Learning (in case of masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) the recommendations on improving the operation of student grant schemes.
13. Travel support is given in form of a Travel Grant (see Masters' and Doctoral Students Travel Grant Application Form and Guidelines), where the grantor is the CEU Budapest Foundation (CEU BF, Budapesti Közép-európai Egyetem Alapítvány) and the grantee is the student. Each Academic Travel Grant should be approved by the relevant bodies of CEU BF in accordance with its regulations.
14. The STRGC meets four times a year (in October, January, March, June ) and the SA Committee meets two times per academic year to review the procedures for allocating travel grants and statistics of grant allocation.

## *Annex to the Student Travel and Research Grant Policy*

### General guidelines for student travel and research grants

Grant	Eligibility	What to submit?	When/ where to submit?	How much can you apply for?	Eligible costs
1. Conference travel grant for master's students	Master's students in the 2 <sup>nd</sup> year of study for travel outside Hungary. 1 <sup>st</sup> year master's students in exceptional cases only. This is a competitive grant.	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Invitation or acceptance to event</li> <li>• Abstract of presentation</li> <li>• Expected expenses supported by price quotes</li> <li>• Letter of recommendation, emailed separately</li> </ul>	Grants Management <a href="mailto:grants@ceu.edu">grants@ceu.edu</a>  Deadlines: 4 times per academic year (October, January, March, June) See Academic calendar	500 Euros maximum, once.	Travel related costs (both travel to and in location) Accommodation Registration fee Visa fees
2. Conference travel grant for doctoral students	Doctoral students in their 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> year of study (starting from 2018-19 cohort). Must present papers/posters at an event and the event must be outside Hungary. The whole or partial leftover sum may be rolled over to later years. Committee determines eligibility, reasonability and if the costs are justified.	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Invitation or acceptance to event</li> <li>• Abstract of presentation</li> <li>• Expected expenses supported by price quotes</li> <li>• Letter of recommendation, emailed separately</li> </ul>	Same as above	500 Euros in year 2, year 3, and year 4, each (total 1500 Euros). May be rolled over but cannot be advanced. Doctoral students in years 3-6 as of 2018 (cohorts 2016-17 and before) are eligible for a maximum of 1500 Euros minus amount already used	Same as above
3. Supplementary travel grant	All doctoral students in years 2-6. This is a competitive grant available to students who have used their 1500 Euro life-time budget but want to go to further conferences.	All of the above plus supplemental note on why the grant is needed	Same as above	Maximum 500 Euros, life-time	Same as above and other costs not foreseen. Justification is needed.

	In addition, students with disabilities or parents with small children who need accommodation, or those who may require extra costs (such as high visa fees) due to their nationality may also apply to receive funding.				
4.Field and archival research grant	<p>Doctoral students in year 1, 2 and3. Students must demonstrate that they need to do field research or archival research outside Hungary for their dissertation. First year doctoral students can only start using the grant once they have passed their comprehensive examinations.</p> <p>The committee determines eligibility, reasonability and if the costs are justified.</p>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Description of project and its place in dissertation</li> <li>• Expected expenses</li> <li>• Letter of support from supervisor justifying need for field research.</li> </ul>	Same as above	2000 Euros maximum, may be used in two trips.	<p>Travel related costs</p> <p>Accommodation</p> <p>Visa fees</p> <p>Direct research related costs</p>
5.Doctoral Research Support Grant	Post-comprehensive exam doctoral students are eligible for this grant. The committee evaluates the reasonability, feasibility and cost effectiveness of the application.	See guidelines here: <a href="https://www.ceu.edu/funding-fees/financial-aid-enrolled/phd-research-grant">https://www.ceu.edu/funding-fees/financial-aid-enrolled/phd-research-grant</a>	<p>Applications must be submitted on paper (4 packets) to Financial Aid Office. Contact person: Ildiko Torok</p> <p>Deadline: 2 times per academic year as announced in the call</p>	5,000 Euros maximum	Travel and subsistence costs

6. Summer School grants	Post-comprehensive exam doctoral students primarily. Advanced master's students may also apply. This is a competitive grant, students may receive the Summer School Grant 2 times during their studies.	See guidelines here: <a href="https://www.ceu.edu/funding-fees/financial-aid-enrolled/summer-school-grants">https://www.ceu.edu/funding-fees/financial-aid-enrolled/summer-school-grants</a>	Applications must be submitted on paper (4 packets) to Financial Aid Office. Contact person: Ildiko Torok  Deadline: once per academic year as announced in the call	Maximum 1500 Euros per Summer School.	Travel costs Course fees Per diem
7. Winter School grants	Post-comprehensive exam doctoral students primarily. Advanced master's students may also apply. This is a competitive grant, students may receive the Winter School Grant 1 time during their studies.	See guidelines here: <a href="https://www.ceu.edu/funding-fees/financial-aid-enrolled/winter-school-grants">https://www.ceu.edu/funding-fees/financial-aid-enrolled/winter-school-grants</a>	Same as above	Maximum 1500 Euros per Winter School.	Travel costs Course fees Per diem

## For all grants

### *Committees*

Grants 1-5 are evaluated by the Student Travel and Research Committee (STRG) and Grants 6-7 by the Senate Scholarship Advisory Committee. The present members of the committees may be found here: <https://www.ceu.edu/administration/committees>.

### *What happens after the submission?*

The relevant committee evaluates the application and the applicant is notified within 4 weeks after the submission deadline. The grant is paid after the grant letter is signed both by the student and CEU. Candidates receive the grant on the condition that they provide detailed evidence for expenses within one week after the event. For the DRSG grant an advance may be requested maximum 2 months prior to the start of the travel up to 50% of the grant amount.

### *Appeal*

Questions and appeals should be submitted to the email address the application was sent to and should be addressed to the relevant committee. Appeals must be submitted within 2 weeks after notifications of the outcome of the application round was sent out. Appeals will be decided by the Pro-Rector for Teaching and Learning (in case of masters' students) or the Pro-Rector for Faculty and Research (in case of doctoral students) in discussion with the student and the chair of the committee.

### *Financial issues*

Grants must be granted and used in the same academic year, i.e. between August 1 and July 31. Candidates receive the grant on the condition that they provide detailed evidence for expenses within one week after the event. Expenditures in any currency must be documented with original invoices or receipts. **In Hungary, a properly issued, original and official VAT invoice ("ÁFA-s számla") addressed to 'CEU Foundation (or CEU Alapítvány), 1051-Budapest, Nádor u. 9.' is needed.** Due to Hungarian tax and accounting regulations, a simple cash register receipt (in Hungarian: "blokk" or "nyugta"), photocopies of invoices, invoices addressed to institutions other than CEU and bank card slips without a VAT invoice (including one from Wizz Air Hungary, Volánbusz or MÁV, etc.) are not acceptable.

A financial report is required that includes a short summary of the results of the trip and a list of expenses, including the amount spent in Euro. If the amount spent is less than the one awarded, or improperly documented expenditures are submitted, the grantee has to pay back the difference between the amount awarded and the amount properly claimed.

### *Criteria for evaluation*

Grants students are eligible for (non-competitive grants):

The committee examines if the planned event is reasonable and feasible and if the costs are justified. The Committee may make suggestions for adjustments as needed.

### *Competitive grants*

The committee takes into account the academic quality of the application, the type of participation (paper presenter), the expected benefit for dissertation research, cost effectiveness and faculty support.

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