

Student Travel and Research Grant Policy

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. Short-term research grant	STRG Committee	4 times per academic year (October, January, March, June)	Same as above
6. Doctoral Research Support Grant	SA Committee	2 times per academic year	Same as above
7. -8. Summer and Winter School Grant	SA Committee	Once per academic year	Same as above
Masters’ students short-term research grant	Departmental bodies	Defined by the departments	Department guidelines

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 Provost within two weeks of the notification date.
7. Masters and Doctoral conference 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 master's and doctoral conference grants 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 in their 2nd and 3rd years of study to collect and process data for their doctoral research through field trips, data acquisition or archival research. 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).
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 Provost (Pro-Rector by delegation). 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. **Short-term Masters 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 Provost 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 at least once every half a year (in November and April) to review the procedures for allocating travel grants and statistics of grant allocation.

Signed by *CEU President and Rector Michael Ignatieff*.

The original document is filed at the Office of the Academic Secretary.

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 nd year of study for travel outside Hungary 1 st year master's students in exceptional cases only. This is a competitive grant.	<ul style="list-style-type: none"> • Application form • Invitation or acceptance to event • Abstract of presentation • Expected expenses supported by price quotes • Letter of recommendation, emailed separately 	Grants Management grants@ceu.edu 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 nd , 3 rd and 4 th 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"> • Application form • Invitation or acceptance to event • Abstract of presentation • Expected expenses supported by price quotes • Letter of recommendation, emailed separately 	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 year 2-6. This is a competitive grant.	All of the above plus supplementary note on why the grant is needed	Same as above	Maximum 300 Euros, once during studies	Same as above and other costs not foreseen. Justification is needed.

4. Field and archival research grant	<p>Doctoral students in year 2-3. Students must demonstrate that they need to do field research or archival research outside Hungary for their dissertation.</p> <p>The committee determines eligibility, reasonability and if the costs are justified.</p>	<ul style="list-style-type: none"> • Application form • Description of project and its place in dissertation • Expected expenses • Letter of support from supervisor justifying need for field research. 	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. Short-term research grant	<p>Doctoral students in their 4th-6th year of study (2013-14, 2014-15 and 2015-16 cohorts)</p>	<ul style="list-style-type: none"> • Application form • Research outline including research plan and timetable • Expected expenses in Euro, supported by quotes • Letter of recommendation 	Same as above	Maximum 800 Euros	<p>Travel related costs</p> <p>Accommodation</p> <p>Visa fees</p> <p>Direct research related costs</p>
6. Doctoral Research Support Grant	<p>Post-comprehensive exam doctoral students are eligible for this grant. The committee evaluates the reasonability, feasibility and cost effectiveness of the application.</p>	<p>See guidelines here: https://www.ceu.edu/funding-fees/finaid-enrolled/phd-research-grant</p>	<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	<p>Travel and subsistence costs</p>
7. Summer School grants	<p>Post-comprehensive exam doctoral students primarily. Advanced master's students may also apply. This is a competitive grant, students may receive a maximum of 3 summer and/or winter school grants during their studies.</p>	<p>See guidelines here: https://www.ceu.edu/funding-fees/finaid-enrolled/summer-school-grants</p>	<p>Applications must be submitted on paper (4 packets) to Financial Aid Office. Contact person: Ildiko Torok</p> <p>Deadline: once per academic year as announced in the call</p>	Maximum 1500 Euros per Summer School.	<p>Travel costs</p> <p>Course fees</p> <p>Per diem</p>

8.Winter School grants	Post-comprehensive exam doctoral students primarily. Advanced master's students may also apply. This is a competitive grant, students may receive a maximum of three summer and/or winter school grants during their studies.	See guidelines here: https://www.ceu.edu/funding-fees/financial-aid-enrolled/winter-school-grants	Same as above	Maximum 1500 Euros per Winter School.	Travel costs Course fees Per diem
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For all grants

Committees

Grants 1-5 are evaluated by the Student Travel and Research Committee (STRG) and Grants 6-8 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 Provost 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.

Document information	
Type	Policy
Number	P-1105-3v1806
Title	Student Travel and Research Grants Policy
Distribution	Internal
Filename	P-1105-3v1806 Student Travel and Research Grants Policy
Notes	
Related documents	
For final documents	
Approved by:	Senate
Date of approval	May 13, 2011, November 25, 2016 and June 8, 2018
Enters force	July 13, 2011