

# APPLICATIONS FOR SOCIAL SUPPORT (501, 502, 503)

## Student Information

Starting from the autumn semester of the academic year 2018/19 the following applications may only be submitted via the Neptun system:

- 501 Application for regular social support,
- 502 Application for basic support,
- 503 Application for extraordinary social support.

## Who may submit the application?

501 – any student entitled to receive social benefits,

502 – any student establishing a student legal status for the first time in a state-funded, full-time tertiary bachelor or single-cycle program, or a master program, is due, upon request, basic support as of first registration, if (s)he:

- is disadvantaged,
- suffers from multiple disadvantages,
- is in need for reasons of disability or a health condition,
- is the breadwinner,
- has a large family,
- is an orphan,
- is a half-orphan,
- has a guardianship terminated due to age.

503 – any student eligible for social support who suffers a sudden and unforeseeable deterioration in living conditions and, after such change, would be eligible for regular social scholarship.

*A student entitled to receive social benefits: a student participating in a tertiary vocational program, bachelor, master, single-cycle, or doctoral program who*

- *participates in state-funded training or is a recipient of a Hungarian scholarship, or*
- *started studies in state-funded training and would be entitled to participate in a state-funded program on the basis of the number of semesters started in vocational training at the given major.*

## When can the application be submitted?

Application 501 and 502 can be submitted in the time interval defined by the semester schedule approved by the University Council. Time interval when application 503 can be submitted is shown in the row of the application on the 'Available requests' tab under the 'Administration / Requests' dropdown menu.

## What information is included in the application?

The applicant's information as recorded in the Neptun system:

- Student's personal data:
  - o Name,
  - o Neptun code,
  - o Date of birth,
  - o Contact information (e-mail address and phone number).
- Data of the student's training program:
  - o Faculty code,
  - o Program name and code,
  - o Neptun code, name of the educational administrator,
  - o Table of semester data of the program (501, 503),
  - o Financial status (501, 502),
  - o Financial status at the start of the program (501),
  - o number of active/passive semesters (501).
- List of data to be **verified by the student** (missing, incorrect or new data can be provided during the *data reconciliation period* as specified in the semester schedule):
  - o **stored addresses** (501),
  - o recipient of a **ministerial or Hunyadi János Scholarship** (501).  
*Data above can be entered/corrected by the student's educational administrator after providing sufficient justification.*
  - o table of **equal opportunity data** (501, 502, 503).  
*Missing equal opportunity data can be entered during the data reconciliation period by the Student Welfare Committee if the original documents regarding the equal opportunity data and the filled in form 'Equal opportunity data report' – available on HWEB under the 'Information / General forms' menu – have been presented to the faculty administrator of the Student Welfare Committee. On acceptance, the presented equal opportunity data will be entered into the Neptun system no later than a day after the end of the data reconciliation period. On rejection the applicant will be notified via email. All supporting documents will be retained by the faculty Registrar's Office together with the student's other documents.*

Data to be entered by the applicant:

- data to evaluate the social situation of the applicant. (501, 502),
- presentation of the sudden and unforeseeable deterioration in living conditions (503),
- requested amount of support (503).

## Process – 501 Application for regular social support

### Submission of the application

The application can be submitted by opening '501 Application for regular social support' on the 'Available request forms' tab under the 'Administration' / 'Requests' menu item in HWEB. The start and end of the submission period (validity) is displayed in the application row.

When filling in it is important to ensure the data marked in this document as **to be verified** are up to date.

Applicable supporting documents have to be uploaded to the corresponding fields in PDF, PNG, JPG, JPEG format with a maximum size of 10Mbytes per document. (Proof for the distance between home address and the campus has to be provided by following the method in the [Appendix](#).)

If self-dependence has been marked on the form, the applicant is required to appear before the representatives of the faculty Social Committee in the days following the end date of the submission period. Students eligible for social support are notified of the exact date and time of the hearing beforehand.

If the student fails to appear at the set time, the application may be rejected on the grounds that the personal consultation is a part of the certification process of the income situation of self-dependent students.

After completing the form, it can be submitted by clicking 'Next' and then the 'Submit request' button on the preview page. The application is considered submitted if it receives the status 'Being processed', which students can check on the 'Submitted requests' tab under the 'Administration/Requests' menu item.

No service fee is payable for the submission of the application.

### Applications returned for correction

During the application process, the person assessing the application may find that corrections have to be made to the application or the related documents. The application is then returned for corrections, and it is delivered to the applicant via HWEB with the status 'Returned for correction' under the 'Administration / Requests' menu item. The applicant is notified of the necessary corrections by way of a Neptun message (or email, if the user has not disabled email notifications). Corrections can be made by clicking the 'Corrections' menu item from the pop-up menu displayed after clicking on the + sign at the end of the row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that applicants have limited time – depending on the schedule for submission and evaluation of social support related applications – to make corrections, after which time the application will be returned to the person initiating the correction in unchanged form if no corrections are made.

### Assessment of application and administration

The application will be **rejected** if either the income situation cannot be determined or the official document certifying the number of persons registered in the household is missing. Otherwise, the application will be **accepted**, and the **scores finalized**. Applicants are notified of the result via a message through the Neptun system and – if not disabled – e-mail.

The amount of scholarship based on the scores of all applicants will be determined by the University Student Welfare Committee with approval of the Rector. Results will be published on the University website.

## Process – 502 Application for basic support

### Submission of the application

The application can be submitted by opening '*502 Application for basic support*' on the '*Available request forms*' tab under the '*Administration*' / '*Requests*' menu item in HWEB. The start and end of the submission period (validity) is displayed in the application row.

When filling in it is important to ensure the data marked in this document as **to be verified** are up to date.

Applicable supporting documents have to be uploaded to the corresponding fields in PDF, PNG, JPG, JPEG format with a maximum size of 10Mbytes per document.

After completing the form, it can be submitted by clicking '*Next*' and then the '*Submit request*' button on the preview page. The application is considered submitted if it receives the status '*Being processed*', which students can check on the '*Submitted requests*' tab under the '*Administration/Requests*' menu item.

No service fee is payable for the submission of the application.

### Applications returned for correction

During the application process, the person assessing the application may find that corrections have to be made to the application or the related documents. The application is then returned for corrections, and it is delivered to the applicant via HWEB with the status '*Returned for correction*' under the '*Administration / Requests*' menu item. The applicant is notified of the necessary corrections by way of a Neptun message (or email, if the user has not disabled email notifications). Corrections can be made by clicking the '*Corrections*' menu item from the pop-up menu displayed after clicking on the + sign at the end of the row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that applicants have limited time – depending on the schedule for submission and evaluation of social support related applications – to make corrections, after which time the application will be returned to the person initiating the correction in unchanged form if no corrections are made.

### Assessment of application and administration

The application will be **approved** by the person assessing if the applicant is eligible for basic support based on the information provided in the form, otherwise the application will be **rejected**. Applicants are notified of the result via a message through Neptun system and – if not disabled – via email.

## Process – 503 Application for extraordinary social support

### Submission of the application

The application can be submitted by opening '*503 Application for extraordinary social support*' on the '*Available request forms*' tab under the '*Administration*' / '*Requests*' menu item in HWEB. The start and end of the submission period (validity) is displayed in the application row.

When filling in it is important to ensure the data marked in this document as **to be verified** are up to date.

Applicable supporting documents have to be uploaded to the corresponding fields in PDF, PNG, JPG, JPEG format with a maximum size of 10Mbytes per document.

After completing the form, it can be submitted by clicking 'Next' and then the 'Submit request' button on the preview page. The application is considered submitted if it receives the status 'Being processed', which students can check on the 'Submitted requests' tab under the 'Administration/Requests' menu item.

No service fee is payable for the submission of the application.

### Applications returned for correction

During the application process, the person assessing the application may find that corrections have to be made to the application or the related documents. The application is then returned for corrections, and it is delivered to the applicant via HWEB with the status 'Returned for correction' under the 'Administration / Requests' menu item. The applicant is notified of the necessary corrections by way of a Neptun message (or email, if the user has not disabled email notifications). Corrections can be made by clicking the 'Corrections' menu item from the pop-up menu displayed after clicking on the + sign at the end of the row.

The process for making corrections is the same as submitting applications, with the difference that the pop-up window displayed when the application is opened provides a message on the reason why the application was returned for corrections (the reason is also displayed in the text box above the application after the pop-up window is closed). Please note that applicants have 15 calendar days to make corrections, after which time the application will be returned to the person initiating the correction in unchanged form if no corrections are made.

### Assessment of application and administration

The assessment of the application is handled by the University Student Welfare Committee. The result of the application can be:

- **approved,**
- **rejected,**
- **approved with modifications** if the awarded amount does not equal the requested amount.

Applicants are notified of the result via a message through Neptun system and – if not disabled – via email.

# Appendix

## Determining the distance between the campus and the place of living

To determine the distance [Google Maps](https://www.google.com/maps/dir/) (<https://www.google.com/maps/dir/>) should be used.

1. Choose Directions!  
2. Use Driving option for evaluation!  
3. Starting point: temporary residence, if unavailable, use permanent residence instead, Destination: Campus  
4. Choose the shortest route available (Details)  
5. Print including maps!  
6. Print the first page in PDF format!

Search Google Maps

Best 2 hr 36 5 hr 22 2 days 12 hr

5830, Battonya

Public University, Budapest, Szentkirályi u. 2

Add destination

Leave now Options

Send directions to your phone

2 hr 55 min (232 km)  
via Route 451 and M5  
This route has tolls.

Print including maps  
Print text only

2 hr 55 min Cancel Print

via M5  
Fastest route now due to traffic conditions  
2 hr 36 min  
247 km

via Route 451 and M5  
This route has tolls.  
2 hr 55 min  
232 km  
Details

via M44  
3 hr 2 min  
247 km